

Job Title: Sustainability & Business Development Intern

Office Location: Remote, Downtown LA, or Pasadena

Verdical · (vər-dək-(ə)l) · *n.* an upward trend in positive environmental impact

WHO WE ARE

- Verdical Group is a leading full service green building consulting firm specializing in: Certification Project Management (LEED, WELL, Living Building Challenge, CALGreen, etc.), Energy Modeling, Commissioning, Net Zero Design and Program Management. We also produce the nation's largest annual [Net Zero Building Conference](#).
- Our core values include: environmentalism, fun, inspiration, adventure, and learning
- A growing group of 11 team members
- Certified B Corporation, meeting rigorous standards of social and environmental performance, accountability, and transparency
- 1% for the Planet Member Company: we walk the talk, donating 1% of our annual revenue, not just profit, to environmental nonprofit organizations
- An equal opportunity employer; our diverse team is one of our greatest assets
- Visit us at: www.verdicalgroup.com and watch our About Us video [here](#).

WHO YOU ARE

- An all-star talent who wants to work as part of a highly respected and growing team
- You are committed to making a positive social and environmental impact on the world.
- An inspired change maker who enjoys working in a fast-paced environment
- A strong writer and verbal communicator with flawless follow up
- Extremely organized with a fastidious attention to detail
- You thrive in a work hard/play hard environment where you're surrounded by likeminded, passionate sustainability professionals who are working to change the world
- Comfortable managing multiple projects simultaneously to meet deadlines in a timely manner

REQUIRED QUALIFICATIONS

- Current enrollment in an undergraduate or graduate program, majoring in Business, Marketing, Communications, Engineering, Sustainability, Environmental Science or a related field. If college credit is not available, you will need to provide written documentation from the school stating that the internship is approved and/or sponsored by the school as educationally relevant.
- Demonstrated interest in sustainability
- Strong written and verbal communication skills
- Software proficiency: Microsoft Word, Excel and PowerPoint
- Self-starter, able to work independently with minimal supervision in a dynamic work environment

PREFERRED QUALIFICATIONS (NOT REQUIRED)

- LEED Green Associate (GA) credential, or LEED Accredited Professional (AP) with specialty credential (BD+C, ID+C, or O+M preferred)
- Salesforce experience
- Proposal writing experience

BENEFITS

- Exposure to work in a professional office environment in the sustainability industry
- Work directly with Verdical Group's Principal and team managers
- Exposure to cutting-edge sustainable design work, events, and technologies
- Exposure to business development, proposal writing, pursuits and Salesforce
- Your name listed as author on published blog posts on our website
- Attend industry events
- Quarterly Verdical Group team hikes

APPLY

- Send an email with both PDF cover letter and resume attached to: applicants@verdicalgroup.com
- Title the combined PDF and the email "Sustainability & BD Intern-[Your Name]"
- We welcome applicants of all backgrounds and encourage potential fits to apply even if you do not meet the criteria outlined above. We look forward to hearing from you!

THE INTERNSHIP PROGRAM

- Verdical Group's internships are **unpaid** with the potential to move to a full-time position pending performance and position availability.
- Our internships are designed for proactive and passionate rising stars who can contribute to our team in the ways they are most passionate about. Interns can propose projects they would like to work on with approval.
- The intern will work from our offices in either Downtown LA or Pasadena. They should expect to work remotely from a home office often.
- The intern is responsible for supplying their own cell phone and laptop to complete internship assignments.
- Intern responsibilities may include the following assignments:
 - o Participating in weekly VG full team meetings
 - o Assisting with proposal writing for VG pursuits
 - o Preparing qualifications and materials for pursuits
 - o Researching potential business leads
 - o Assisting with Salesforce tracking, updates and reporting
 - o Conducting industry research
 - o Business development activities
 - o Preparing and designing presentation slide decks
 - o Formatting VG internal documents and templates
 - o Conducting administrative tasks such as folder organization, contact uploads, etc.
 - o Creating content for social media pages and grow followers (Facebook, Twitter, LinkedIn, and potentially Instagram)
 - o Tracking and analyzing Website, Social Media, and Email Marketing Analytics
 - o Writing for print and web (blog)
 - o Writing articles to place in the press
 - o Writing press releases
 - o Updating VG's business contacts database
 - o Contributing to LEED credit documentation and research

