

Job Title: Sustainability & Marketing Intern

Office Location: Downtown LA, or Pasadena

WHO WE ARE

- Verdical Group LLC is a full service green building consulting firm specializing in: LEED, Energy Modeling, Commissioning, Program Management, and Events.
- Why we exist: Envision. Create. Sustain. We imagine tomorrow, then build it.
- Our core values include: environmentalism, fun, inspiration, adventure, and learning.
- A growing team of 6 full time employees and 4 contract staff.
- 1% for the Planet Member Company: we walk the talk, donating 1% of our annual revenue, not just profit, to environmental nonprofit organizations.
- We're also corporate members of: USGBC, ENERGY STAR and Architecture 2030.
- An equal opportunity employer -- we consider a diverse team one of our greatest assets.
- For more information visit: www.VerdicalGroup.com.

WHO YOU ARE

- An all-star talent who wants to work as part of a highly respected and growing team.
- An inspired change maker who wants to work in a fast paced start-up environment.
- Enjoy working on projects for corporate clients such as GE, Cisco, and Seagate.
- Strong business writing and verbal communicator with a fastidious attention to detail and flawless follow-up.
- You thrive in a work hard / play hard environment where you're surrounded by like-minded, passionate sustainability professionals who are working to change the world through green building.

THE VG INTERNSHIP

- VG internships are *unpaid* with the potential to move to a paid full time position pending performance and availability of position openings. Two of three previous VG interns have been hired into full time positions.
- The VG internship program is designed for proactive and passionate rising stars to contribute to our team in areas they are most passionate about. Interns can propose projects they would like to work on with VG approval.
- The intern will work from our offices in either Downtown LA or Pasadena and may occasionally work from a home office with screen sharing video calls depending on the full team office schedule.
- The intern is responsible for their own cell phone and laptop to complete internship assignments.

RESPONSIBILITIES

Intern responsibilities may include the following assignments:

- Participate in weekly VG full team meetings
- Preparing presentation slide decks
- Writing press releases
- Writing for print and web (blog)
- Updating VG's business contacts database
- Curating content for e-newsletter blasts
- Designing graphics and marketing materials
- Writing articles to place in the press
- Sponsorship outreach for the Net Zero 2016 Conference



- Updating the VG website
- Contribute to graphic design and marketing initiatives for print and online
- Contribute to LEED credit documentation and research
- Create content for social media pages and grow followers (Facebook, Twitter, LinkedIn)

BENEFITS

- Exposure to work in the green building industry
- Work directly with VG's Principal and project management team
- Exposure to cutting edge designs including biomimicry and net zero frameworks
- Professional development
- Quarterly VG team great outdoors adventures
- Attend industry events including MGBCE and VG's Net Zero Conference

REQUIRED QUALIFICATIONS

- Current enrollment in, or recent graduation from, an undergraduate or graduate program of study
- Major or specialization in a related field of study
- Demonstrated interest in the green building industry
- Software proficiency: Microsoft Word, Excel, and Powerpoint
- Social media experience: Facebook, Twitter, LinkedIn, Google+
- Strong writing and communications skills
- Self-starter, able to work independently with minimal supervision in a dynamic work environment
- Professional demeanor

PREFERRED (NOT REQUIRED) QUALIFICATIONS

- LEED Green Associate (GA) credential, or LEED AP with specialty credential (BD+C or ID+C preferred)
- Software proficiency: MailChimp, WordPress, EventBrite, Salesforce, Adobe Creative Suite: InDesign, Photoshop, and Illustrator
- HTML experience
- Previous experience working in a marketing and communications role

APPLY

- Send an email with cover letter in the body of your email, and PDF resume attached to: applicants@verdicalgroup.com
- Due to the high volume of responses we receive, we are unable to reply personally to every candidate but appreciate your interest. We will contact the candidates we feel are the best qualified and schedule interviews from there.
- We look forward to hearing from you!