

## Job Title: Sustainability & Business Development Intern

Location: Remote within commuting distance of Downtown LA, Pasadena, Oakland, or San Diego

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

### WHO WE ARE

- Verdical Group is a leading sustainability consulting firm focused on decarbonizing the built environment. We've developed a nationally known brand and industry leading reputation over the past nine years since the company was founded in 2012.
- We specialize in the following services:
  - **Engineering:** energy modeling, daylight modeling, life cycle assessment, commissioning
  - **Green Building Certifications:** LEED, Fitwel, WELL, Living Building Challenge, CALGreen
  - **Sustainability Strategy:** net zero, zero carbon, program management
  - **Events:** we produce the nation's largest annual [Net Zero Building Conference](#).
- Our core values include: environmentalism, fun, inspiration, adventure, and continuous learning.
- We're a growing group of 14 team members with an aggressive plan to grow our revenue and team.
- We have offices in Los Angeles, Pasadena, and Oakland and plan to open an office in San Diego in 2022.
- We are a net positive company, having officially offset our entire historical carbon footprint dating back to the company's founding in 2012, plus ten percent. We also don't accept funding from fossil fuel companies.
- We're incorporated as a benefit corporation and a high-scoring [Certified B Corporation](#), we meet rigorous standards of social and environmental performance, accountability, and transparency.
- We are a 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 committed to antiracism: our diverse team is one of our greatest assets.
- Visit us at [www.verdicalgroup.com](http://www.verdicalgroup.com) to learn more 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.
  - o 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
- Adobe Suite Experience (InDesign in particular)

### BENEFITS

- Exposure to work in the green building/sustainability industry in a real-world office setting
- Exposure to cutting-edge sustainable design work, events, and technologies
- Work directly with Verdical Group leadership
- Your name listed as author on published blog posts on our website
- Attend industry events
- Quarterly Verdical Group team hikes and monthly team meetups

### APPLY

- Send an email with both PDF cover letter and resume attached to: [applicants@verdicalgroup.com](mailto: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

- This is an unpaid internship with the potential to move to a full-time position pending performance and position availability.
- The internship will be 6 months in duration with the option to extend if both parties are interested.
- 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 remotely from a home office, attending in-person meet-ups near the closest office location roughly once per month.
- 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 Writing for print and web (blog)
  - o Writing articles to place in the press
  - o Updating VG's business contacts database
  - o Contributing to LEED credit documentation and research