

# INSTITUTE FOR ENVIRONMENTAL SOLUTIONS

**The Institute for Environmental Solutions (IES) is an independent non-profit organization that engages stakeholders to deliver technically sound solutions to complex environmental and health problems – without unwanted side effects.**

**IES is seeking motivated graduate interns passionate about protecting the environment!**

**ENVIRONMENTAL PROGRAM INTERN:** IES is seeking enthusiastic graduate interns to join one of our project teams: The Tree Project or the Contaminants of Emerging Concern (CEC) Project. The Tree Project's mission is to improve the environment of Colorado's urban areas through proper tree selection and management. The CEC Project seeks to mitigate and prevent water pollution from trace contaminants in household and personal care products through alternative products, elementary and adult education, and research.

**Responsibilities:**

- Support technical and program work in all phases of the current and upcoming projects.
- Conduct independent background research and analysis on various environmental issues
- Participate in project design, project implementation, stakeholder meetings, community workshops, and educational programs.
- Help build and maintain IES outreach to and communication with stakeholders.
- Assist with writing, editing, and submitting grant proposals to support project work.
- Assist with the development and distribution of marketing materials.
- Design and implement real world elementary education programs including lesson plans for a variety of age groups.

**DEVELOPMENT / FUNDRAISING INTERN:** Assist IES with grant writing and fundraising efforts. Responsibilities include researching and identifying potential funding opportunities to support IES activities. Interns will coordinate, write, edit, and submit letters of inquiry and grant proposals. Grant writing, fundraising, and marketing experience is a plus, but not required.

**SOCIAL MEDIA MARKETING INTERN:** Create and execute a social media strategy that builds IES's online presence and increases support. Maintain the IES Facebook page and establish IES on other social media sites. A strong understanding of social media and marketing is required.

**WEB DEVELOPMENT / PROGRAMMING INTERN:** Assist with developing our interactive website and web applications. We are looking to advance our chemical footprint calculator, an interactive self-assessment tool that evaluates a person's household chemical use. Our current web application is programmed using Adobe Flash®. The intern will also be responsible for updating and maintaining the IES website ([www.i4es.org](http://www.i4es.org)). Experience with Adobe Flash, HTML, CSS, Wordpress, and Javascript is essential.

**QUALIFICATIONS:** Successful candidates will be self-motivated, detail-oriented graduate students or college graduates. Excellent writing, verbal, presentation, research, and organizational skills are required. The intern must have the ability to work independently, meet deadlines, and communicate effectively in a team-oriented environment. Completed studies in technical areas such as environmental science, chemistry, biology, engineering, urban planning, health, economics, or nonprofit management are desired.

**DETAILS:** This is a part-time unpaid internship (15-20 hours/week) based in Denver with a flexible schedule. Interested candidates should submit a resume and cover letter to [Solutions@i4es.org](mailto:Solutions@i4es.org). Be sure to include why you are interested in this position and your availability (in Denver). Please include the title of the internship you are applying for in the subject line of your email. IES does not have a central office. Interns work independently, and participate in Institute and Project meetings in Denver.



**TO LEARN MORE ABOUT IES PROJECTS, VISIT [WWW.I4ES.ORG](http://WWW.I4ES.ORG)**