



Palm Beach County Office of Resilience
2300 N Jog Road, 4th Floor
West Palm Beach, FL 33411

STUDENT POSITION

POSTING DATE: MAY 17, 2021

Job Description

Palm Beach County's Office of Resilience works to ensure that Palm Beach County remains a thriving, sustainable community while facing challenges including climate change.

The Office of Resilience seeks an undergraduate or graduate student intern from June 2021 through August 2021. The student should be able to work 20 to 40 hours per week, with some flexibility to accommodate student academic schedules. The intern will assist Office of Resilience staff with implementing and monitoring County climate change mitigation, adaptation, and sustainable development efforts. The intern will also help with administrative tasks that include coordinating meetings and events and clerical work.

This position will pay \$15 per hour.

Specific projects and activities might include, but are not limited to, the following:

- Researching and analyzing resilience and sustainability technical reports, funding opportunities, legislation, and government best practices
- Preparing research memoranda on adaptation and mitigation strategies
- Creating content for outreach materials, social media, newsletters, press releases, reports, and presentations
- Identifying and organizing speaking opportunities and events
- Performing general office and administrative work that includes scanning and electronic file management

Knowledge, Ability, and Skills

Required

- Passion for resilience, climate change mitigation and adaptation, environmental management, sustainable development, public health, or social equity
- Course work, leadership experience, and/or career goals in environmental science, environmental law, urban planning, engineering, architecture, sustainability, community engagement, or a related field
- Strong research and analysis skills
- Ability to understand and carry out complex oral and written instructions
- Exceptional organization and time management skills
- Ability to express ideas clearly and concisely, both verbally and in writing

- Ability to work well independently with minimal supervision while also being an effective team collaborator
- Experience with Microsoft Office
- Undergraduate student

Preferred

- Advanced degree student
- Ability to occasionally attend evening and weekend events
- Ability to work 35 to 40 hours per week

Candidate Requirements

- MUST BE AN ENROLLED COLLEGE STUDENT
- Work at least 20 hours per week, for at least 12 weeks
- Must be able to lift 40 pounds and work outside on occasion
- Personal vehicle is not required, though the student is responsible for getting to and from the office location and occasional off-site events

Benefits

This position will pay \$15 per hour. Alternatively, the Office of Resilience welcomes the opportunity to work with students and their academic institutions to obtain course credit.

Application

To apply, please email a cover letter, resume, and contact information for two professional references to ResilientPBC@pbcgov.org. Please use the following format for the subject line: “Last Name_Intern Position.” Your cover letter should include 1) your proposed start and end date; and 2) your preferred hours per week; and 3) why you are interested in working for the PBC Office of Resilience.

Applications will be reviewed on a rolling basis. Due to the high volume of applications, only those selected for interviews will be contacted.