

## CECCS Summer Sustainability Job Internship Program

### JOB POSTING TEMPLATE

**Job Title:** Summer Sustainability Intern – {ORGANIZATION}

*Job title can be specific to project, e.g. Waste Projects Specialist*

#### **Overview:**

This full-time summer internship is funded by the [CECCS Summer Sustainability Internship Program](#) and is only open to current undergraduate or graduate students enrolled at U of T, or recent U of T graduates who have graduated in the last year.

{PROVIDE OVERVIEW OF ORGANIZATION, MANDATE, ETC.}

*Example: The CECCS is a university-wide initiative whose mandate is to advance coordination of the University's tri-campus contributions and objectives on climate change and sustainability programming in Teaching & Learning, Research, Operations, and Engagement and Partnerships. This internship will support the CECCS's work in Engagement and Partnerships, with a specific focus on the further development of an international "Network of Networks."*

#### **Position Description:**

{DETAIL PROJECT GOALS, ANTICIPATED DUTIES, REPORTING}

*Example: The internship will primarily support the CECCS' involvement in international networks and the further development of the "Network of Networks" (NofN) – a forum of representatives from over a dozen international higher education climate networks, including those in which U of T is an active member, e.g. [ISCN](#), [UC3](#), [U7+](#) and [RINGO](#). The goal of the NofN is to enable greater communication, coordination and collaboration towards enhanced university-led and supported climate action aligned to the Paris Agreement.*

*A significant aspect of the work will involve advancing next steps identified by the initial consultation with networks, the COP27 workshops, and an agenda setting event with the Egypt and UAE Climate Champions and subsequent consultations with the NofN team and co-intern based at the University of Cambridge. The intern will conduct research and synthesize information on opportunities for higher education networks, as well as plan and coordinate meetings and develop proposals for discussion and agreement by the co-convening team and network representatives, including around involvement in COP28.*

*This role will work with and report to the CECCS Project Manager and Director, but also work closely with the NofN team, in particular the Director of Strategy and a co-intern in Cambridge Zero at the University of Cambridge.*

#### **Expected activities may include:**

- *Information gathering relating to university network opportunities including document review, online research and semi-structured interviews based on an agreed approach with co-convenors and the NofN team.*

- *Gap analysis and case study development in particular thematic areas (e.g. youth, finance, nature)*
- *Data synthesis and presentation, including creative presentation, data visualization, slide deck and speaking note preparation*
- *Report writing and written updates for NofN team and network partners on the latest COP28 developments*
- *Attendance and note taking at core team meetings*
- *Project management support, including management of the “living list” of international climate networks and network map*
- *Proposal development and implementation planning support for core strategic projects in advance of COP28 meeting*
- *Coordination and communication around upcoming opportunities, events, and meetings (e.g. invitees, agenda, venue, etc.) with a view of leading up to the COP28 meeting/s in Dubai*
- *Organize and attend bi-lateral meetings with network stakeholders*
- *Provide inputs to planned internal and external meetings*

**Salary & Work term:**

{EDIT BELOW DETAILS AS APPROPRIATE. SALARY AND SPECIFIC HOURS OF WORK TO BE DETERMINED BY ORGANIZATION.}

*This is a full-time position. The intern is expected to work 37.25 hours per week, Monday-Friday from 9:00am-4:30pm. This is a mostly remote position, though some in-person meetings and assignments may be required. The rate of pay is \$20 an hour. The expected work term is from May 6 – August 30, 2024.*

**Skills required include:**

{LIST REQUIRED SKILLS}

*Example:*

- *General understanding of climate action priorities, the purpose of the COP meetings and role of the UNFCCC and related bodies internationally.*
- *Experience with qualitative research methods including interviewing and data synthesis.*
- *Strong organizational skills with the ability to set priorities, plan and manage for on-time delivery.*
- *Ability to show initiative and deal with ambiguity.*
- *Strong listening and interpersonal skills.*
- *An ability to demonstrate tact and diplomacy.*
- *Comfort working independently and with a virtual and distributed team.*
- *Demonstrated proficiency with Microsoft Outlook, Word, Excel, Google Suite.*
- *Experience working with design software (e.g. Adobe Creative Suite, Canva, Photoshop, Tableau) an asset.*
- *Students with demonstrated interest or background in sustainability preferred.*
- *Applicants are required to have the following technology resources: computer/laptop, internet, webcam, mic, phone.*

**Application Procedure:**

{DETAIL APPLICATION PROCEDURE. NOTE THAT APPLICATIONS CAN BE SUBMITTED DIRECTLY TO ORGANIZATION, OR TO CECCS IF YOU WOULD LIKE ASSISTANCE WITH APPLICATION REVIEW. WHEN SELECTING APPLICATION DEADLINE, BE MINDFUL OF REQUIRED MAY 6 START DATE.}

*Example: Applicants should email their cover letter, resume, and copy of their (unofficial) transcript as a single PDF document to [ceccs@utoronto.ca](mailto:ceccs@utoronto.ca) no later than midnight on April 12, 2024, noting the Job ID# in the email subject line. Only applicants selected for an interview will be contacted.*