



Climate INTERNSHIP

Purpose: One Montgomery Green Inc, (OMG) a Maryland non-profit dedicated to promoting Montgomery County as a model sustainable community, is seeking applications for an Intern for approximately 20-30 hours per month for its Climate Resilience Project. In response to the threat of climate change and its impacts in Montgomery County, MD, OMG has created the Climate Resilience project. This project's goal is to engage and educate at-risk communities by creating an assessment tool and a response plan that addresses climate change vulnerabilities, resilience, and adaptation. The intern will be expected to support OMG's events and activities for this project as well as specific duties described below. This position is open to all.

Program Support: May include researching of geographic information and resources (both online and outreach by phone and email) for the Climate project. Further support includes helping operations with maintenance, planning, coordinating details and documenting of the Climate Resilience project. This program allows for significant interaction with the community and other environmentally friendly businesses, civic associations and organizations.

The **ideal candidate** will have the following attributes/skills and is expected:

- to be on time for meetings and other activities, to dress appropriately for the activity and to demonstrate professional behavior during his/her/their work with OMG..
- to possess a positive attitude, good organizational & interpersonal skills and a commitment to building sustainable communities
- to have working computer skills including knowledge working with software applications like Constant Contact, MS Excel, WordPress and MS Word will be a plus.
- familiarity with social media platforms Facebook and Twitter and spanish language skills will be a plus.

Please fill out the online [application](#) and provide

- **Three (3) references** related to work included in this RFP. For each reference please include the following: Organization name and address, Contact name, email and phone number and contract type and/or description of services provided

RFP coordinator: All correspondence and questions regarding this RFP must be sent to wendyh@onemontgomerygreen.org. All questions must be submitted in writing. Questions and answers responses will be provided within 3 days of submission.

Interview, Selection and Notification: Acceptable candidates will be contacted by email or phone to conduct a phone and/or in-person interview. Selection will be completed by the OMG team and its board of directors. Applicants will be notified via email on the date of the Board's decision.

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www.onemontgomerygreen.org

Questions: Info@onemontgomerygreen.org