



Collaborative for High Performance Schools (CHPS)

The Collaborative for High Performance Schools (CHPS, pronounced "chips") is a non-profit organization that facilitates the design, construction and operation of green, healthy, high performance schools. CHPS members include state agencies, utility partners, manufacturers, design firms and school districts. CHPS administers a variety of programs to promote "greener", sustainable, more efficient and healthier schools. CHPS is seeking an Intern to assist in these activities. The intern will be engaged in a variety of communications, outreach and event-planning activities to support the CHPS program and will gain knowledge of the internal functioning of an environmental non-profit organization. All positions are based at the CHPS office in San Francisco, CA.

Intern Position: Communications Programs Intern

Duties and Responsibilities:

The intern will be a member of the CHPS Team and will perform duties under the CHPS Communications, Membership and Events Program Coordinators, including (but not limited to) the following activities:

- Support management of general communications and outreach efforts including development of collateral and maintenance of website content.
- Support the growth of national membership program through outreach campaigns.
- Assist with coordination and promotion of educational events and trainings.
- Assist in the publishing of CHPS monthly newsletter including writing and editing articles.
- Provide excellent customer service, including answering telephone and email inquiries.
- Perform other support activities as needed, including project coordination assistance, internet research and administrative work.

Education, Experience and Skills Required:

- Undergraduate enrolled in a four-year college degree program; preferably a Junior or Senior with background in marketing, communications, public relations, environmental science or studies or other related field.
- Strong interest and enthusiasm for environmental or green building issues, or children's health and education!
- Self-motivated, reliable and organized.
- Excellent oral and written communication skills.
- Work or internship experience performing similar duties and responsibilities as outlined above a plus, but not required.
- Knowledge of and experience with green building / sustainable practices a plus, but not required.
- Required: candidate must bring their own laptop computer for use during the internship.

Time Commitment:

The internship will be at the CHPS office in downtown San Francisco (near the Montgomery BART Station). The internship will begin by September 1 (potentially earlier) and last for the duration of the fall semester. Intern must commit to at least eight (8) hours a week, up to full-time. We are flexible on the days of the week. Candidates with more time availability will be given priority. This is an unpaid position with a national non-profit.

To Apply:

To apply, please email your resume and a letter of interest to jobs@chps.net. Please be sure to include your G.P.A. and availability. Please indicate the job title (CHPS Communications Intern) in the subject line of your email, include your full name in the file name of any attachments.

The position is open until filled.

Visit CHPS for more information at: www.chps.net.