



Oregon BEST Internship Opportunity – Accelerator Support Intern - 2017

Deadline: Open until filled. Applications received by March 16, 2017 will be reviewed in the first round of application reviews.

Start date: As soon as possible after hiring decision.

Oregon BEST (www.oregonbest.org) is an economic development organization that provides a combination of funding and support for cleantech startups in Oregon.

Oregon BEST seeks to hire an intern to work closely with Oregon BEST's Portfolio Manager in the execution of our [Cascadia CleanTech Accelerator](#), which we operate collaboratively in partnership with the CleanTech Alliance of Washington. For a student with an interest in sustainable business or impact investing, this internship will offer outstanding learning and exposure opportunities. Work schedule to be negotiated during normal business hours. 12-15 hours per week. We are looking for an intern who will be available through June 2017, with the potential for extension through the summer term.

The internship is open to graduate or undergraduate students, with selection based entirely on demonstrated qualifications.

Depending on the skills and experience of the interns hired, the specific projects/tasks may include:

- Helping with planning and execution of two networking events that will take place in spring 2017
- Researching and helping to arrange venues and catering for two meetings that will take place in summer 2017
- Ensuring the organization of materials submitted by applicants to the accelerator
- Updating cascadiacleantech.org website content
- Scheduling meetings and communicating logistical details with webinar presenters
- Preparation of PowerPoint slides for webinars based on available templates

Qualifications:

- Student enrolled in business, marketing, nonprofit management, public administration or other relevant discipline.

Successful applicants will have some combination of the following qualifications:

- Experience in business, marketing and/or nonprofit development.
- Professional attitude with strong organizational, speaking and writing skills.
- Experience with key tools such as WordPress/WIX, Microsoft PowerPoint, videoconferencing, etc.
- Knowledge of sustainable technologies, green business practices and/or clean energy industry trends.

- Desire to be a part of addressing environmental challenges with technology and business solutions.

Hours: Work schedule to be negotiated during normal business hours. 12 – 15 hours per week (hours may fluctuate slightly depending on tasks and schedule).

Duration: Winter – Spring terms with possible extension to summer term. Student must be registered and enrolled for the duration of the internship.

Compensation: Graduate students: \$1600 per term/\$533.33 per month; Undergraduate students: \$1300 per term/\$433.33 per month (depending on the day and month that you begin the internship)

This position is being funded through the generous support of donors and the Institute for Sustainable Solutions to the Sustainability Internship Program (<http://www.pdx.edu/sustainability/sustainability-internship-program>) for the support of student career pathways in sustainability.

Application:

This position requires current enrollment as a PSU student. To confirm that you are formally admitted and enrolled, please email your full name and student ID to vancem@pdx.edu. Include the name of the internship you are applying for in the subject line. Once your status is confirmed, you will receive the full application instructions via email.