

Administrative and Communications Intern

The Center for Biodiversity Outcomes

Website: biodiversity.asu.edu

Start and End Dates: Flexible. This position can be for an academic semester, summer term or ongoing (pending intern's availability and graduation date).

Hours per week: 10-15 hours per week, 15 weeks (or longer).

Compensation: Unpaid. May be eligible for course credit (consult your professor or academic advisor).

Organization address/location of internship: Hybrid format. Our offices are located in Life Sciences – A Wing, Room 351 (LSA 351), Tempe campus. However, this internship can be performed remotely.

About the organization:

The Center for Biodiversity Outcomes brings together individuals and groups — from academic, nonprofit, policy and corporate sectors — to achieve common goals of biodiversity conservation and sustainable management of natural resources in the 21st century.

We integrate Arizona State University's more than 40 years of conservation biology research with the capabilities and expertise of groups and organizations outside the university to ignite conversations in creative and meaningful ways. Through these relationships and partnerships, we centralize important research to achieve biodiversity outcomes.

Our Vision: We envision a world where the diversity of life on Earth is valued and sustained for the benefit of all.

Our Mission: Our mission is to enable the discoveries and solutions needed to sustain Earth's biodiversity in a time of rapid biophysical, institutional and cultural change.

Position description and overview:

We are currently seeking enthusiastic, sustainability-minded interns to work one-on-one with our operations team to support the daily communications and administrative functions of the center. Through this opportunity, you will enhance

transferable skills such as administrative organization, workflow, teamwork and strategic communication. You will be exposed to a variety of fields such as administration, copywriting and editing, social media, public relations and project management to advance biodiversity conservation efforts in the academic and environmental fields.

In addition to gaining valuable, hands-on experience in a fast-paced, exciting environment, you will also have the opportunity to request work projects in your particular area of interest.

Qualifications:

1. Must be enrolled as an undergraduate or graduate student at Arizona State University.
2. Must have a GPA of 3.0 or higher.
3. Must have excellent written and verbal communication skills.
4. Must be proficient at using software such as Microsoft Word and Excel.
5. An educational background in biology, ecology, environmental studies, or a related field is preferred, but not required.

To apply: Email CV/resume and unofficial transcripts to biodiversity@asu.edu. Applications will be accepted on a rolling basis.