**TITLE OF POSITION:** Sustainability Intern  
**Organization:** Kappa Delta Pi, International Honor Society in Education  
**Reports to:** Executive Director  
**Location:** Indianapolis, IN  
**Type:** Full Time (10 weeks, beginning May 29 and ending August 3—with a boot camp required from May 14 to May 18, 2018)  
**Compensation:** In the form of a stipend through the Indiana Sustainability Development Program  
**Travel Required:** None

**Organization:** Kappa Delta Pi (KDP), International Honor Society in Education, was founded in 1911 to foster excellence in education and promote fellowship among those dedicated to teaching. As a professional membership association and international honor society in education with more than 1.2 million initiated and approximately 35,000 active members, KDP provides programs, services, and resources to its member educators to support and enhance their professional growth—all in an effort to prepare all learners for future challenges.

**Short Description:** Sustainable education has been identified as key strategic goal by the United Nations (UN) and the KDP is a UN endorsed agency. In partnership with KDP staff and KDP members with sustainability experience and training, and depending on the experience of the intern, responsibilities might include:

**Duties, Responsibilities, & Goals:**

1. **Build capacity within organization around area of sustainability.**
   - Explore funding for ESD projects – training videos, research, micro-credential curriculum development, etc.
   - Collect data for research.
   - Assist with the Partners for Environmental Literacy efforts.
   - Explore ways to leverage the Building Public Will model to advance sustainable education/literacy ([http://www.metgroup.com/assets/Public-Will.pdf](http://www.metgroup.com/assets/Public-Will.pdf)).

2. **Develop and operationalize communications plan around area of sustainability.**
   - Develop and implement, in collaboration with various staff departments, communications plan specific for KDP member segments to educate and raise awareness of sustainability initiatives as well as how to integrate education for sustainability (EfS) into their classrooms and lifestyles. This material could include developing or curating practical content for monthly, segmented e-newsletters as well as content for KDP’s social media channels and following.
   - Develop and implement, in collaboration with various staff departments, communications plan for other stakeholders (such as partners, vendors, board members, funders, etc.) with the goal of educating them about our sustainability initiatives and impact.

3. **Coordinate the development of curriculum around Education for Sustainability (EfS) to support organizational goals.**
   - Create professional development modules to engage undergraduates, chapter members, and current teachers (especially new teachers).
   - Produce materials for official KDP publications.
• Develop the Sulitest Sustainability Literacy Test for membership (could be in tandem with the professional development and micro-credential effort).

**Position Specifications**

**Education:** The Indiana Sustainability Development Program interns come from both undergraduate and graduate programs. Kappa Delta Pi prefers to be partnered with an intern from a graduate program.

**Skills and Competencies:** Project management. Excellent written communication. Background in how learners learn. Strategic communications. Microsoft Office—including Word, Excel, Powerpoint, and Outlook.

**Feedback and Evaluation**

The intern will be given regular feedback from Kappa Delta Pi staff on progress and performance. Success in the internship will be determined by the completion of specified projects in a professional and timely manner. The intern should learn how to communicate sustainability principles and how to develop educational materials.

**Application Instructions**

To apply for this position, email a resume and cover letter indicating the ISDP position(s) to which you are applying to isdp@indiana.edu. If you have questions about the program or any of the jobs available, email ISDP at isdp@indiana.edu. The application deadline is Feb. 28, 2018.

*Kappa Delta Pi, International Honor Society in Education, is an Equal Opportunity Employer.*