Sustainability Internship

The Sustainability Intern with Monarch Beverage Company, Inc. / EF Transit Inc. (MBC/EFT) will be responsible for assisting in the research, analysis and development of MBC/EFT’s Sustainability Program. They should expect to work closely with key members across all Functional Departments of MBC/EFT in order to understand and document the current state of MBC/EFT’s Sustainability Program. They should also expect to spend significant time assisting with data gathering and analysis, with the purpose of determining the right Sustainability Program objectives, goals, and key performance metrics for measuring progress.

The intern will report to Director of Fleet and Facility, Rob Hedges. Compensation will be in the form of a stipend through the Indiana Sustainability Development Program. The intern will work full time for 10 weeks beginning in June and ending in August. Exact beginning and end dates are negotiable. Interns will be required to attend a boot camp on the IU Bloomington campus form May 14 to 18.

The Intern will be based in our Indianapolis, Indiana Facility. Travel is not required for this position, although the opportunity to visit and evaluate our Southern facilities in Sellersburg and Evansville, will be available.

Tasks
- Create or maintain plans or other documents related to sustainability projects.
- Develop sustainability project goals, objectives, initiatives, or strategies in collaboration with other sustainability professionals.
- Assess or propose sustainability initiatives, considering factors such as cost effectiveness, technical feasibility, and acceptance.
- Provide technical or administrative support for sustainability programs or issues.
- Monitor or track sustainability indicators, such as energy usage, natural resource usage, waste generation, and recycling.

Desired Qualifications
- **Microsoft Office** — Intermediate to Advanced skills with Excel, Word, PowerPoint, and Visio
- **Graphics or photo imaging software** — Adobe Systems Adobe Illustrator; Adobe Systems Adobe Photoshop; Microsoft Visio
- Proactive self-starter with the ability to work independently and in teams.
- Familiarity with Business Process Analysis Tools and Techniques is a plus.

Knowledge
- **Building and Construction** — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
• **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

• **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

• **Design** — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

• **Engineering and Technology** — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

**Skills**

• **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

• **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

• **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

• **Speaking** — Talking to others to convey information effectively.

• **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Abilities**

• **Written Comprehension** — The ability to read and understand information and ideas presented in writing.

• **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.

• **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

• **Written Expression** — The ability to communicate information and ideas in writing so others will understand.

• **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

**Feedback and Evaluation**
The intern will be given regular feedback on progress and performance. Success in the internship will be determined by the completion of specified projects in a professional and timely manner. During the course of the internship, the candidate should learn how a Beer and Wine Distribution Wholesaler identifies and works to achieve its goals. In addition, the candidate will be exposed to the following:

- How to conduct EHS audits and communicate proposed corrective actions
- How to support third-party environmental audits
- How to assess, recommend, and work with cross-functional teams to improve the organization’s waste management, recycling and reuse efforts, as well as energy and water use
- How to develop and launch a Sustainability Program

**Education**

Undergraduate students completing their junior year or first-year graduate students are strongly encouraged to apply.