

**Communications & Research Intern, Sustainability**

Are you passionate about sustainability and advancing knowledge of where food comes from? Are you interested in contributing to the agricultural value chain while improving environmental outcomes? Measure to Improve (MTI) is currently seeking a talented intern to help advance the next phase of our growth. Leverage your research and communication skills to make direct contributions to internal and client deliverables.

Working closely with all team members, as the Communications & Research Intern you will stay abreast of trends in sustainability to help guide decision-making for MTI and its clients. This position plays an integral role in the development, implementation, and coordination of external communication efforts.

**Job Field:** Sustainable Agriculture

**Position-Type:** Part-Time (10-20 hours per week)

**Location:** MTI’s Head Quarters located at 240 Main Street Suites J and K in Salinas

**Compensation:** Paid Internship DOE

**Roles & Responsibilities**

Under general direction from MTI staff, the Communications and Research Intern:

* Collaborates cross-functionally to draft and edit project proposals to expand MTI’s client base
* Produces reports, documents, presentations, marketing material, and spreadsheets as needed
* Conducts and synthesizes research on a multitude of sustainability topics to enhance programmatic effectiveness and drive informed decisions
* Maintains and updates complex data records; including data entry and analysis on a weekly basis
	+ Occasionally assists with the development of more complex data tools
* Assists in defining sustainability goals and tracks performance metrics to assess program performance
* Regularly attends meetings to record notes and draft summary reports
* Consistently works across multiple programs and projects to support team efforts
* Occasionally organizes logistics for events and public meetings
* Regularly monitors and updates MTI’s social media presence

**Skills & Abilities**

* High proficiency with Microsoft Office Suite (Word, Excel, and PowerPoint) are a MUST
* Excellent written and verbal communication abilities; including good grammar, ability to write persuasively, and demonstrated skills to receive and incorporate feedback
* Capability to carry out research and summarize findings
* Ability to collect, track, and conduct basic data analysis
	+ Ability to synthesize data/information into graphs and tables for decision making and discussions
* Works well with others with the ability to build trust within the team and work effectively in a highly collaborative team environment
* Superior time and project management skills
* Must have high attention to detail
* Must have a valid driver’s license
* Ability to maintain confidentiality
* Ability to speak some Spanish preferred, but not required
* General understanding of complex sustainability topics preferable

**Qualifications**

* A Bachelor’s degree required. A Bachelor's degree in an environmental, agriculture or sustainability-related discipline is preferred.
* Experience implementing and coordinating projects. Experience working with sustainability or environmental programs is preferred
* Must be passionate about sustainability!

**About Measure to Improve, LLC**

Measure to Improve, LLC is the produce industry's "go to" experts to identify, account, improve and report sustainable opportunities with real ROI. In 2018, MTI guided two leading Monterey County producers in developing their Zero Waste programs and have now achieved the highest levels of TRUE (Total Resource Use and Efficiency) certification through Green Business Certification, Inc. Pursuing Zero Waste has not only helped companies reduce the amount of waste that goes to the local landfill, but has produced financial savings through increased resource efficiency. A win-win for both the community and these companies.

**How to Apply**

To apply, submit an introductory cover letter describing your interest in this position and qualifications as well as a detailed resume by **October 1, 2018 to** **Nikki@measuretoimprovellc.com** with the subject line **Internship Application – YOUR NAME**