

## Job Title: Sustainability & LEED Intern

Office Location: Remote, Downtown LA, or Pasadena

**Verdical** · (vər-dək-(ə)l) · *n.* an upward trend in positive environmental impact

### WHO WE ARE

- Verdical Group is a leading full service green building consulting firm specializing in: Certification Project Management (LEED, WELL, Living Building Challenge, CALGreen, etc.), Energy Modeling, Commissioning, Net Zero Design and Program Management. We also produce the nation's largest annual [Net Zero Building Conference](#).
- Our core values include: environmentalism, fun, inspiration, adventure, and learning.
- A growing group of 10 team members.
- Certified B Corporation, meeting rigorous standards of social and environmental performance, accountability, and transparency.
- 1% for the Planet Member Company: we walk the talk, donating 1% of our annual revenue, not just profit, to environmental nonprofit organizations.
- An equal opportunity employer; our diverse team is one of our greatest assets.
- Visit us at: [www.verdicalgroup.com](http://www.verdicalgroup.com) and watch our About Us video [here](#).

### WHO YOU ARE

- An all-star talent who wants to work as part of a highly respected and growing team.
- You are committed to making a positive social and environmental impact on the world.
- An inspired change maker who wants to work in a fast-paced start-up environment.
- A strong business writer and verbal communicator with a fastidious attention to detail and flawless follow-up.
- You enjoy working on projects for corporate clients such as GE, Cisco and J&J.
- You thrive in a work hard / play hard environment where you're surrounded by likeminded, passionate sustainability professionals who are working to change the world through green building.

### REQUIRED QUALIFICATIONS

- Current enrollment in an undergraduate or graduate program of study. If college credit is not available, you will need to provide written documentation from the school stating that the internship is approved and/or sponsored by the school as educationally relevant.
- Major or specialization in a related field of study
- Demonstrated interest in the green building industry
- Software proficiency: Microsoft Word, Excel and PowerPoint
- Strong writing and communication skills
- Self-starter, able to work independently with minimal supervision in a dynamic work environment

### PREFERRED QUALIFICATIONS (NOT REQUIRED)

- LEED Green Associate (GA) credential, or LEED Accredited Professional (AP) with specialty credential (BD+C, ID+C, or O+M preferred)
- Energy modeling experience

### BENEFITS

- Exposure to work in the green building/sustainability industry
- Work directly with Verdical Group's Principal and team managers
- Exposure to cutting-edge sustainable design work, events, and technologies
- Your name listed as author on published blog posts on our website
- Attend industry events and visit project sites
- Quarterly Verdical Group team hikes

### APPLY

- Send an email with both PDF cover letter and resume attached to: [applicants@verdicalgroup.com](mailto:applicants@verdicalgroup.com)
- Title both the combined PDF and the email "Sustainability-LEED Intern-[Your Name]"
- We welcome applicants of all backgrounds and encourage potential fits to apply even if you do not meet the criteria outlined above. We look forward to hearing from you!



### THE INTERNSHIP PROGRAM

- Verdical Group's internships are **unpaid** with the potential to move to a full-time position pending performance and position availability.
- Our internships are designed for proactive and passionate rising stars who can contribute to our team in the ways they are most passionate about. Interns can propose projects they would like to work on with approval.
- The intern will work from our offices in either Downtown LA or Pasadena. They may occasionally work from home with approval.
- The intern is responsible for supplying their own cell phone and laptop to complete internship assignments.
- Intern responsibilities may include the following assignments:
  - o Contributing to LEED credit documentation and research
  - o Participating in weekly VG full team meetings
  - o Preparing presentation slide decks
  - o Updating VG impact metrics data, including energy, water, waste and education
  - o Creating LEED, WELL, Living Building Challenge templates and resources
  - o Writing VG blog articles
  - o Formatting VG internal documents and templates
  - o Supporting conference outreach and marketing
  - o Learning VG LEED project management best practices
  - o Preparing for LEED BD+C v4 exam (if applicable)