



Master Builders Association  
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## Built Green Program Internship Description

Built Green is a residential green building certification program created and administered by Master Builders Association of King and Snohomish Counties (MBAKS). It exists to certify green homes, promote green building, and support members of the green building community. The team seeks to actively develop and maintain relationships across many facets of the industry and the community, such as industry influencers, sponsors, community partners, members and public sector partners. In this role you will support Built Green's marketing and education efforts, particularly with the upcoming annual Built Green conference. You will also support data analysis efforts and assist with routine administrative tasks. Through this work, you will be exposed to the leading names in the green building industry and will have the opportunity to expand your knowledge about green building, environmental policy, and program operations.

**Time Commitment:** 10 to 15 hours a week for three to four months between June and September. Hours are flexible between 8 a.m. and 5 p.m., Monday through Friday.

### Sample Tasks:

- Built Green Conference planning and support
- Newsletter compilation
- Data gathering and analysis assistance
- Blog and social media post creation
- Database upkeep

### Requirements:

- Must be a full-time undergraduate student studying environmental policy, science or related field
- Demonstrable knowledge of environmental issues
- Strong level of familiarity with the Built Green program
- High level of competency in data analysis and database use
- Experience in event planning is a plus
- Must be at least 18 years of age and eligible to work in the United States

**Compensation:** \$15/hour

**How to Apply:** Email a cover letter and resume to Leah Missik, Built Green Program Manager at lmissik@mbaks.com. Please include GPA and relevant course work in your resume. Applications must be received by May 31. Applications will be reviewed on a rolling basis.

**Working Conditions:** The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with impairments to perform the essential functions.

Typical activities include:

- Regularly required to type, sort files and conduct other office work
- Frequently required to sit, stand, walk and reach with hands and arms
- Occasionally lift and/or move up to 30 lbs

Master Builders Association of King and Snohomish Counties is an Equal Opportunity Employer.

Master Builders Association of King and Snohomish Counties does not tolerate discrimination or harassment on the basis of race, color, creed, religion, national origin, alienage or citizenship status, age, sex, sexual orientation, gender identity or expression, marital status, disability, protected veteran status, genetic information, or any other basis protected by applicable law.