**Sustainability Communications Intern (2013-2014)**

The Quality and Sustainability Office (OD/OCOO/OSSAM/QSO) at the Centers for Disease Control and Prevention (CDC) is chiefly responsible for the tracking and communication of sustainability initiatives and projects throughout the agency that are created in support of goals in the [HHS Strategic Sustainability Performance Plan (SSPP)](http://www.hhs.gov/about/sustainability/2013-sustainability-plan.pdf). The agency’s overarching sustainability initiative, Go Green, Get Healthy, seeks to increase agency and employee involvement in behaviors and programs focused on environmental stewardship, personal health promotion and work-life satisfaction.

Go Green, Get Healthy and the Quality and Sustainability Office implement sustainable principles through working with responsible offices and goal managers in areas of facilities management, recycling, energy conservation, water conservation, sustainable food practices, and green purchasing. The initiative engages a number of health professionals, laboratorians, architects, engineers, and others in job function and volunteer capacities. Eleven Goal Managers, along with their supporting offices, are leading the charge to identify ways to change CDC's policies and systems to make them more supportive of sustainability objectives. The Quality and Sustainability Office explores the intersection between environmental stewardship and public health and aims to educate agency staff regarding sustainability and climate change topics through effective, timely and targeted communication. Students in this position will work in various project areas such as:

* Perform duties involving developing, promoting, coordinating and improving CDC Go Green, Get Healthy projects, programs, activities and opportunities that target appropriate audiences.
* Participate in developing, writing, designing and disseminating print and other Go Green, Get Healthy communications such as posters, flyers, informational packets, project summaries, periodic status reports, Sustainability Star articles, tweets, Yammer posts and CDC Connects articles.
* Develop, write, and design written communication/website content surrounding Go Green, Get Healthy activities.
* Maintain and coordinate with staff at CDC campuses nationwide to support Campus Green Teams and corresponding Yammer groups, and recruit volunteers as needed to round out team membership.
* Liaise regularly with OSSAM communications staff and HHS SSPP Goal Managers to craft messages, distribute information and develop content to support these stakeholders.
* Research and develop messaging for the CDC Environmental Stewardship Objectives and Health Promotion Activities.
* Research and distribute background readings and work products to Goal Managers for the Quarterly Goal Manager Meetings.
* Assist Chief Sustainability Officer and other Quality and Sustainability staff with action items and follow-up on team projects.
* Work closely with responsible offices to promote adoption of Go Green, Get Healthy recommendations.

The student should have knowledge and interest in sustainability programs, health promotion, communications and environmental stewardship. Skills and abilities that are important for success in this position are: (1) organizational (2) writing (3) collaboration, (4) interpersonal (5) self-motivation (6) conscientiousness and (7) creativity. Microsoft Office Suite experience is necessary, and Adobe Professional Suite experience (particularly with InDesign and Acrobat) is a plus.