**Sustainability Facilities 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 ensure that agency facility operations and management are in support of sustainability goals related to resource consumption and building maintenance. Students in this position will work in various project areas such as:

* Review and evaluate literature related to sustainable facilities, and translate recommendations into actionable strategies or project development ideas for Goal Managers and AMSO and QSO staff.
* Discuss and facilitate implementation of sustainability projects with volunteers and responsible offices.
* Liaise regularly with QSO sustainability staff, HHS SSPP Goal Managers (particularly for green buildings, water use reduction, energy reduction, waste diversion and renewable energy), and Asset Management Services Office (AMSO) staff.
* Research alternatives and best practices for standard operating procedures related to sustainable facilities management related to energy use, renewable energy use, water use, and data centers.
* Assist with collecting information about partner programs, researching product information and conducting formative research related to sustainable facilities.
* Assist QSO and AMSO staff in tracking and monitoring energy and water use in facilities, including data compilation, data analysis and findings presentations.
* Assist Chief Sustainability Officer and other Quality and Sustainability staff with action items and follow-up for sustainability projects.
* Engage in CDC's Health Promotion and Environmental Stewardship Objectives. Perform duties involving developing, promoting, coordinating and improving CDC Go Green, Get Healthy policies, programs, standards, activities and opportunities that target appropriate audiences.
* Work closely with responsible offices to promote adoption of Go Green, Get Healthy recommendations and communicate information to stakeholders around facilities sustainability efforts.

The student should have a keen interest in environmental stewardship and health promotion.  Good organizational skills, writing skills, listening skills, and collaboration skills are a must.  Good communication and interpersonal skills are required.  Self-motivation, conscientiousness, and creativity are also important.  Experience with scientific research, data gathering, hypothesis formulating, and testing will be helpful.  Microsoft Office Suite experience is necessary, particularly with Excel.