AAEES Executive Student Internship Position Description

The American Academy of Environmental Engineers and Scientists (AAEES)

Founded in 1955 for the principal purpose of serving the public by improving the practice, elevating the standards, and advancing public recognition of environmental engineering and science through programs of specialty certification of qualified individuals, the AAEES is a 501(c)(6) not-for-profit organization with headquarters in Annapolis, Maryland. The current strategic plan (2024 – 2029) calls for the AAEES to tell the stories of environmental leaders to grow, connect, and diversity the environmental profession. Our four main mission elements include: 1) certifying advanced professionals; 2) recognizing projects and people; 3) ensuring quality via university accreditation and creating pathways for future professionals; and 4) providing continuing education for all environmental engineering and science professionals.

Impact on AAEES' Vision + Mission

AAEES' Executive Student Internship furthers both AAEES' vision and mission. It equips an emerging leader with experience to function effectively on a team and to communicate effectively with a range of audiences, from working with a Board of Trustees to engaging with external stakeholders. In addition, a portion of the Internship will be spent working on a project developed by the intern that will support continual improvement in environmental engineering and science education and practice.

Description + Responsibilities

This Internship is under the direction of AAEES' Executive Director and President, and the Intern will meet at a minimum weekly with the Executive Director for check-ins. The Intern can also expect to work closely with staff and volunteers across the organization to complete their work. This is a fully remote position and candidates from anywhere in the United States will be considered. AAEES is based in Annapolis, Maryland, and employees local to Annapolis have the opportunity to work in person if desired.

The Intern will work closely with AAEES' Executive Director to develop a project supporting continual improvement in education and practice, such as the preparation of an article appearing in Environmental Engineer and Scientist Magazine or a webinar presented to the membership of AAEES. The Intern will be the lead for this project and it will last the duration of employment. In addition to the project, the following items will be the responsibility of the Intern:
Committee Chairs Liaison (25%) (scheduling regular committee meetings, setting agendas and creating meeting materials, participating in meetings, preparing meeting summaries that identify action items, owners, and timelines for completion, and disseminating committee activities to the membership via social media posts, articles in Highpoints, and summary reports to the Board of)

Student Chapters Liaison (25%) (scheduling regular meetings of student chapter advisors, settings agendas and creating meeting materials, participating in meetings, preparing meeting summaries that identify action items, owners, and timelines for completion, and coordinating submissions of student chapter news with updates of the website and dissemination of stories through social media posts and articles in Highpoints)

Develop and conduct a flagship project for which the fellow is the project lead (25%)

Ad-hoc requests including but not limited to (25%): assisting staff with projects and tasks, as necessary; conducting a variety of administrative tasks to assist the Executive Director and President

Required Qualifications

- Currently a student member of AAEES
- Currently enrolled or recently graduated from an ABET accredited program in environmental engineering or environmental science

Preferred Qualifications

- Past AAEES volunteer experience, including membership of a student chapter
- Excels at and enjoys teamwork
- Ability to work independently (position is remote)
- Excellent time management
- Proficient with online tools such as Microsoft Sharepoint and Google Workspace
- Strong leadership skills
- Passionate about the mission and work of AAEES
- Eligibility to work in the US

Compensation

This is a paid, part-time position. Hourly rate is $15.00 or the prevailing minimum wage, whichever is greater.

Work Schedule
The fellow should expect to work 20 hours per week. However, time commitment may vary by week and some weeks may require more or less time. Exact schedules are relatively flexible, but typically require availability between the hours of 09:00 and 18:00 Eastern.

**Commitment Duration**

20 weeks to ensure succession; typically August – January; December – May; and April – September.

**Equal Opportunity Employment**

AAEES provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**How Do I Apply?**

Complete applications will include a resume/CV and a cover letter indicating why you would be a good fit for the position, a brief description of your career goals, the name and contact information of three references, and any other information you would like to be considered.

Send all applications to studentintern@aaees.org.

Evaluations will begin on November 27, 2023. For full consideration, please have your completed application sent by that date. This position will remain open until filled.