Department of Planning, Public Policy and Management
Internship Posting

Organization Information

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Greenhouse Gas Management Institute</th>
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<tbody>
<tr>
<td>Street Address</td>
<td>8513 Milford Ave.</td>
</tr>
<tr>
<td>City, State Zip Code</td>
<td>Silver Spring, MD 20910</td>
</tr>
<tr>
<td>Web Site</td>
<td><a href="http://www.ghginsitute.org">www.ghginsitute.org</a></td>
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</tbody>
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Contact Information

<table>
<thead>
<tr>
<th>Site Supervisor &amp; Title</th>
<th>n/a</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Phone</td>
<td>Please, no phone calls.</td>
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<tr>
<td>E-mail Address</td>
<td><a href="mailto:info@ghginsitute.org">info@ghginsitute.org</a>.</td>
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Description of Organization:

The GHG Management Institute is a non-profit organization focused on training and education. Its mission is to train and develop a community of experts with the highest standards of professional practice in measuring, accounting, and managing greenhouse gas emissions; meeting the needs of governments, corporations, and organizations large and small. It was founded by Greenhouse Gas Experts Network and ClimateCHECK, in partnership with World Resources Institute (WRI), Carbon Disclosure Project (CDP) and GoVida eLearning.

The GHG Management Institute is creating a suite of courses that addresses the need for greenhouse gas (GHG) experts and managers. These courses are most useful to managers who are being tasked with developing GHG inventories and projects and to prospective GHG consultants. The Institute provides participants with a certificate of proficiency once they have demonstrated mastery of the material and passed examinations.

The Institute is working closely with WRI in developing a series of courses related to the GHG Protocol and the ISO 14064 series of standards. It is also collaborating with several expert institutions and individuals to develop courses on project-level GHG accounting, product footprint and supply chain accounting, mitigation and for professional GHG service providers including verifiers and validators.

The Institute offers courses primarily online via e-learning but blends online learning with face-to-face workshops. E-learning allows learners to undergo training on their own time, and without the cost, trouble, and GHG emissions related to travel.

The Dean of the Institute is Michael Gillenwater. The Managing Director is Gao Pronove. Tom Baumann is the Director of Professional Programs. Other faculty members are leading experts from around the globe.
**Internship Description:**

The Greenhouse Gas Management Institute is seeking a summer intern to work directly with the directors of the Institute. Your job is to support, and in some cases manage, projects related to the creation of a new and innovative non-profit organization focused on the issue of greenhouse gas emissions and climate change.

The Institute is looking for a self-motivated person with a strong interest in climate change and non-profit organization management.

Specific responsibilities may include:
- Contribute to the development of new online course material, especially courses on the IPCC Guidelines for National Greenhouse Gas Inventories.
- Design and content of newsletter, develop and manage new membership services program
- Support for new advisory board and develop new subcommittees, including setting up teleconferences, etc.
- Work with course developers and instructors to ensure the quality of the Institute’s training programs.
- Play a key role in the design and implementation of measurement, reporting, and verification protocols for greenhouse gases, nutrients, and other environmental pollutants.
- Prepare and organize well-written materials, including web content.
- Effectively build partnerships with companies, other non-profits, and international organizations.
- Prepare funding proposals and support other fundraising efforts.
- Develop and implement marketing strategies and establish new partnerships with stakeholder organizations, and conference organizers.
- Engage in strategic planning and program development.
- Engaging in policy relevant issues related to renewable energy, climate change, and GHG emissions trading.
- Help establish international “franchises” in non-English speaking countries
- Support the development of Institute’s GHG Management Professional accreditation program
- Support the development of a verifier training for the Kyoto Protocol’s Joint Implementation program

**Minimum Qualifications:** Describe the knowledge and skills required. Indicate if a particular skill is preferred or required.

Candidates must have a commitment to improve the environment, a demonstrated ability to perform high quality work. Experience in climate change and greenhouse gas emissions accounting is desired, but not necessary for all internship positions.

Applicants should possess excellent written and verbal English skills, and a proven ability to manage multidisciplinary projects. Applicants with degrees or working toward degrees in engineering, sciences, business administration, marketing, non-profit management, or public policy are invited to apply.
**Hours:** The academic term is 10 weeks.

| Anticipated hours/week: n/a |

**Pay:** Indicate if internship is paid and whether the pay is an hourly wage or stipend.

| Yes ☐ | Hourly Wage: |
| No ☒ | Stipend: |

**Term of Internship:** Internships are offered on an academic term basis. Students secure their placements in the term prior to the start of the internship. Indicate the academic term(s) or “ongoing” if the internship is continually available.

- ☐ Fall (Aug. 15)
- ☐ Winter (Nov. 15)
- ☐ Spring (Feb. 15)
- ☒ Summer (May 15)
- ☐ Ongoing

**Student Application Procedure & Deadline**

- ☐ E-mail résumé to site supervisor
- ☐ Phone call to site supervisor

Other: Please send your resume and cover letter to info@ghginsstitute.org.

Application Deadline: May 1, 2008

See website for more details.