Sustainability Intern at Optoro

Optoro is a fast-growing technology company that is revolutionizing the retail industry. Every year, more than 15% of retail goods are returned or simply never sell. This creates tons of unnecessary waste and costs retailers billions.

Our mission is to make retail more sustainable by eliminating all waste from returns. Our technology platform connects every returned item to its best home, thereby increasing profitability for retailers, giving consumers great deals, and reducing environmental waste.

Backed by some of the top investors in the country - including Kleiner Perkins, Revolution Growth, and UPS - Optoro is powered by its collaborative, unconventional, and resourceful employees who love solving big problems. We are looking for individuals with similar creativity and energy to help build a lasting company focused on the triple bottom line.

Internship Purpose:
We are looking for a Sustainability Intern to join our sustainability team for Summer 2019. In this role, you will support the sustainability team’s work in executing the company’s sustainability and corporate citizenship goals and strategy. Reporting to the Sustainability Manager, the Sustainability Intern will manage a dashboard on internal sustainability metrics, support a public circular economy event, and conduct other activities tailored to the intern’s interests.

Duties and Responsibilities:
- Lend support to the company’s internal sustainability initiatives, including managing metrics on waste and electricity consumption, donations, and volunteer hours. Manage a metric performance dashboard and improve the company’s visual communications on performance.
- Assist in the planning and execution of a large public clothing swap event that highlights Optoro’s commitment to reuse and the circular economy.
- Other internship project(s) can be tailored to the intern’s interests. Duties could include:
  - Assist in updating Optoro’s portfolio of environmental impact models, which measure carbon and waste savings in the retail supply chain.
  - Support Optoro’s Client Development team to execute on our client-facing sustainability strategy through collateral, case studies, and research on retail sustainability and the circular economy.
  - Work with the Product and Corporate Marketing teams to elevate sustainability messaging by writing blog posts, case studies, and/or other pieces of thought leadership.
  - Develop and execute strategies to heighten environmental awareness among Optoro employees. This may include helping to implement a new series of trainings on sustainability.

Qualifications:
- Rising junior or senior currently enrolled in a relevant undergraduate degree program (environmental science/studies or policy, sustainability, business management, supply chain, etc.)
- Must be able to gain course credit for this internship.
- Ability to work with data in Excel and/or Google Sheets, as well as the ability to make PowerPoint/Google Slides presentations.
- Interest in environmental sustainability and trends in supply chain and/or retail sustainability.
- Exceptional communication and organizational skills with a strong attention to detail and follow-up.
- Ability to prioritize and handle multiple tasks simultaneously.
- Self-motivated and adaptable to a dynamic environment.
- Able to collaborate effectively with cross-functional team members.

**Working Conditions:**
- Full-time preferred but part-time will be considered (40 or 20 hours per week during reasonable business hours), and dependent upon course credit requirements.
- Internship location is Washington, D.C.
- Flexible start and end dates. Preferred end date would be after August 9, 2019.

**Physical Requirements:**
- Ability to spend several hours at a time working on a computer.
- Ability help set up events as needed, which may include carrying up to ~25 pounds.

Optoro is an equal opportunity employer.

Please send resumes to Meagan Knowlton, Sustainability Manager, at mknowlton@optoro.com.