GREENROADS SEEKS SUMMER FELLOW

Job Title
Greenroads Summer Fellow

Compensation
$1500-$2000 per month, based on experience and academic standing.

Location
17371 NE 67th Court, Suite B202, Redmond, WA 98052

Application Deadline
Thursday, May 12 at 5:00 PM Pacific Time

About Our Hiring Process
Our interview process includes a few screening steps: a written application packet (see below), phone screen, and in-person one-on-one interview. Final candidates will be asked to prepare a presentation to deliver to staff on a topic you feel comfortable presenting.

Interview Dates
Friday, May 27 or Friday, June 3. Otherwise, by appointment only.

Job Summary
Greenroads Foundation, a 501(c)(3) non-profit organization started from the University of Washington Civil & Environmental Engineering department (www.greenroads.org), is offering a half-time teaching and research fellowship for 12 weeks. Start date is flexible, but anticipated to be no later than July 1, with end date no later than September 30.

This unique opportunity will allow you to gain hands-on experience behind the scenes at Greenroads. Our staff engages regularly with our clients, who represent a diverse variety of roles (design, construction, planning, and operations for private and public sectors) in the transportation market around the world.

Application Requirements
Prospective applicants should email jobs@greenroads.org with the following supporting materials.

- Copy of individual’s résumé no more than 2 pages.
- Unofficial transcript
- Writing sample – no more than 1 page
- Presentation sample – no more than 1 MB
- 1 page cover letter that addresses:
  - Applicant’s personal and career goals
  - How working at Greenroads would help the applicant meet those goals
  - Anything else the applicant is willing to share

Supervision
You will report directly to the Executive Director, and be expected to work collaboratively with all Greenroads staff. You will interact and cooperate directly with active Project Teams, Greenroads Members, our research partners at the University of Washington, and the Board of Directors.
**Responsibilities**
1. Assist staff trainers for deployment of the Greenroads Sustainable Transportation Education Program (grading, learning exercise development, teaching shadow) as needed.
2. Greenroads project data mining, transportation market analytics and synthesis as needed.
4. Assists with routine tasks for membership, education and project rating programs.

**Training and Experience**
- Greenroads STP Level 1 required by the time position begins ([www.greenroads.org/learn](http://www.greenroads.org/learn))
- Greenroads STP Level 2 a plus
- Non-profit experience a plus (may include volunteer work in a leadership role, or student leadership)
- Multimedia skills a plus
- Multilingual a plus

**Key Competencies**
- Software: MS Excel, MS Powerpoint, MS Word, Google Spreadsheets, other data analysis tools a plus
- Communicating in writing and on the phone
- Problem solving
- Information gathering and research

**Who We Are Looking For**
- The type of individual that excels at Greenroads is dedicated, resourceful, curious and an excellent communicator.

**Working Conditions**
- Fun, health and wellness oriented, dog-friendly, air conditioned office space right near Marymoor Park.

**Career Path**
- We are committed to providing creative and self-directed individuals with a variety of future opportunities for work beyond their assigned tasks, provided performance expectations are met.

**ABOUT GREENROADS FOUNDATION**
Established in 2010, Greenroads Foundation is an independent 501(c)(3) non-profit corporation, which advances sustainability education and initiatives for transportation infrastructure. As the developer of the Greenroads Rating System, the Foundation manages the certification process for sustainable transportation construction projects in the U.S. and internationally. For more information, visit [www.greenroads.org](http://www.greenroads.org) and join us on Facebook at facebook.com/greenroads.