



Cape Fear Green Building Alliance CFGBA

Student Internship Opportunity

The **Cape Fear Green Building Alliance (CFGBA)** is currently looking for a student intern to assist with a variety of tasks and duties.

About CFGBA:

The **CFGBA** is a local non-profit organization that promotes the construction of environmentally responsible, profitable, healthy places to live and work. CFGBA seeks to bring together professionals in the building industry, including architects, designers, contractors, builders, realtors, developers, and concerned members of the general public to promote building approaches, collectively known as “green building”, that are environmentally responsible, health conscious, and financially sound.

The **CFGBA** supports education for both industry professionals and the public regarding green building practices, technologies, and products, and is committed to furthering the awareness and presence of green building in the Cape Fear Region.

For more information please see **www.cfgba.org** or attend our monthly meetings, the 2nd Wednesday of each month at 7:00 pm on the 3rd floor of the Balcony on Dock St. (above YoSake’s restaurant)

Internship Requirements & Job Duties:

- ◆ Weekly hours flexible around student’s schedule
- ◆ Non-paid internship, but student can receive course credit
- ◆ No prior green building knowledge is required but concern about environmental issues & environmental conservation is strongly encouraged.
- ◆ Basic computer skills (Microsoft Office products) are required.
- ◆ All job tasks will be taught upon acceptance of internship.

Tasks to include (but not limited to):

- ◆ Database development and entry (making phone calls to obtain contact info and documentation)
- ◆ Creating and assembling membership packages
- ◆ Developing mass emails for member recruitment, workshop announcements, monthly presentation invitations
- ◆ Updating web site
- ◆ Research & development
- ◆ Possibly writing and disseminating press releases
- ◆ Various clerical and admin tasks

If interested, please send your resume or a brief bio via email attachment to:

Joy Allen
Interim Executive Director
Cape Fear Green Building Alliance
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