



**The Green Dining Alliance (GDA)** is a sustainability certification program of earthday365, a 501c3 non-profit organization, that focuses on businesses in the food industry. The GDA works with restaurants, breweries, bars, coffee shops, bakeries, ice cream parlors, food trucks, caterers, and community outreach centers. The mission is to reduce their environmental impact by completing an on-site audit that evaluates all areas of operations, and setting personalized goals with each member. We define a “green” food or drink establishment by emphasizing: reducing, recycling, and composting food waste; operating facilities with efficiency and conservation; and sourcing sustainable food, to-go ware, and cleaning supplies. The GDA operates throughout the St. Louis region with an emphasis on the City of St. Louis and St. Louis County.

- Internship is part time, minimum of 15-20 hours per week, not to exceed 20 hours
- Work Mondays-Fridays in office with GDA staff, flexible time after on-boarding
- Cell phone a must
- Position is unpaid, but a golden opportunity to make important professional contacts and gain valuable experience at a leading sustainability non-profit organization in St. Louis
- Qualified candidates can email their resume and cover letter to [Ben@earthday-365.org](mailto:Ben@earthday-365.org)

# Green Dining Alliance Program Intern



## Position Description

The GDA Intern's primary focus will be to support GDA audits and outreach to new restaurants. Additional initiatives include working with GDA Manager to communicate updates, restaurant news and events, sustainability news, and general information about the GDA in print or social media. Opportunities exist to focus on projects specific to Intern's unique skill set and interests. The candidate should be prepared to work independently to develop aspects of the program with support from the GDA Program Manager.

## Specific duties may include but are not limited to the following:

- Perform basic administrative duties to support and expand the GDA program
- Coordinate and participate in steering committee meetings; provide meeting notes
- Research related materials and other program models
- Assist in responding to program inquiries and scheduling on-site audits
- Maintain communication with program participants and provide support
- Recruit program participants and help develop outreach materials
- Help coordinate quarterly restaurant workshops and promotional events
- Organize data to complete quarterly reports
- Research and seek programmatic funding through grants and sponsorships
- Regularly update website content and social media outreach
- Contribute content and/or coordinate monthly e-news letters
- Basic record keeping and grant reporting

## Position Goals

- Assist in the maintenance of a resource database for program participants and prospective members
- Successfully market the program and recruit new participants
- Maintain high-quality, information-rich website; promote program with regular use of social media
- Support achievement of quarterly program goals in the areas of diversion, participants and trainings
- Identify experiential interests within organization and pursue opportunities to build skills, experience and knowledge in the following areas: non-profit management, event planning, project management, environmental education, community advocacy and volunteer relations
- Interact and engage with the St. Louis community and local sustainability movement

## Application candidate attributes and skills should include:

- Previous knowledge of and experience in the food service industry (desirable)
- Passion for sustainability (desirable)
- Proficiency in basic office software (Excel, Word and Powerpoint) (required)
- Experience with Google Documents, PDFs and various social networking tools (required)
- Demonstrated competency in internet research and writing (required)
- Detail-oriented, able to handle multiple tasks and to work independently (required)
- Strong interest in/understanding of local environmental campaigns and initiatives (desirable)
- Ability to work successfully with diverse individuals (requirement)
- Proven record of punctuality and transport reliability (requirement)

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