



**Position Title:** Sustainability Intern

**Department:** Energy and Sustainability

**Supervisor:** Director of Sustainability

The Javits Center is considered the busiest convention center in the United States, hosting the world's leading conventions, trade shows, and special events on Manhattan's West Side. These large-scale events have generated billions of dollars in annual economic activity for New York City and New York State, supporting thousands of jobs in and around the facility. Located on 11th Avenue between West 34th Street and West 40th Street, the iconic structure has played a prominent role in New York's recovery and resurgence, and with a state-of-the-art expansion project recently completed, the venue features more than 850,000 square feet of total exhibition space, two new floors of meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

**Position Summary:**

The Sustainability Intern will support and advance Javits Center sustainability initiatives. The compensation for this position is \$20.00 an hour.

Interested candidates must be willing to work full-time onsite at the Javits Center and must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.

**Essential Functions:**

- Data collection for tracking of items such as waste diversion, farm metrics, energy efficiency and water conservation.
- Developing reports.
- Leading public tours.
- Coordinating with researchers studying the green roof and farm.
- Maintaining hydroponic Farmshelf units.
- Green procurement research.
- Coordinating employee engagement functions.

**Qualifications:**

- Familiar with Microsoft Word and Excel.
- Good communication and social skills.
- Adaptable to a fast-paced and variable working environment.

**Preferred Qualifications:**

- Studying or have some interest in:
  - Sustainability
  - Urban agriculture
  - Climate action and/or resiliency
  - Green roofs



*The policy of this company prohibits any employment practice which in any way discriminates or tends to discriminate against any person, employee, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job-related disability, past service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER.*

*In adherence to our commitment to fostering an inclusive and accessible workplace, the Javits Center extends its dedication to providing reasonable accommodations. Candidates requiring adjustments during the application process or employees seeking workplace accommodations are encouraged to liaise with our Human Resources department. Our organization is unwavering in its resolve to ensure equitable opportunities, and a workplace environment characterized by support and fairness for all.*