



Minnesota Environmental Fund  
Workplace Services Task Force Research Project

9/7/2016

The Minnesota Environmental Fund engages individuals and workplaces to support leading nonprofit organizations that protect, conserve and restore Minnesota's environment. Protecting clean drinking water and clean air, conserving natural lands, offering youth access to the outdoors and environmental jobs, supporting renewable energy, and growing healthy food: these are just a few benefits of giving to and volunteering with the Minnesota Environmental Fund. Learn more at [www.Mnenvirofund.org](http://www.Mnenvirofund.org)

Goal: Provide key information for the Workplace Service Task Force to recommend to the Minnesota Environmental Fund Board of Directors

- the types of services likely to increase employee engagement and participation in workplace giving campaigns, and/or programs that may be administered as fee for service with workplaces;
- key resources or partners for the Minnesota Environmental Fund to offer these services.

Responsibilities:

The selected candidate will work with staff and the Workplace Services Task Force:

1. Research Design: Recommend a research design to support the Workplace Service Task Force.
2. Workplace Needs and Values: Identify demand for services and needs within workplaces through personal interviews and surveys. Create a list of the types of services workplaces are interested in. Services could fall within categories of employee engagement (volunteerism, education, and communications) and technical assistance with sustainability issues. Measure workplaces' willingness to pay for services determine what, if anything, workplaces are willing to pay for the services
3. Member Group Resources: Inventory skills, knowledge, and resources within members that may contribute to providing potential services. Assess similar work being done by member organizations, and the strength of member organizations to support this type of work. (e.g. webinars, presentations, volunteer projects, technical expertise)
4. Outside Resources and Networks: Assess the landscape of similar work being done in this field both by other nonprofits and by for profit businesses that offer CSR and employee engagement tools. Identify sustainability and CSR networks that can improve access to new workplaces.
5. Reporting: Summarize research with the Workplace Services Task Force, and revise reports based on task force, staff and stakeholder comments.
6. Recommendation: Assist with preparing recommendations to the Board of Directors.

Preferred Qualifications:

- Interest in and knowledge of corporate sustainability, employee engagement, workplace volunteering, and environmental issues
- Knowledge of research design, survey methods, and reporting methods
- Excellent analytical, writing, and communication skills
- Knowledge of basic statistical analysis
- Proficient in Microsoft Office applications and Internet research
- Ability to manage time and work effectively without close supervision

Internship Details:

- Time: Approximately 4 months; not to exceed 400 hours, including task force meetings as needed. Specific work hours are flexible to accommodate individual's schedule.
- Duration: October 2016 – February 2017, or earlier. Specific dates are negotiable.
- Compensation – hourly wage of \$15 per hour with no benefits.

**TO APPLY:**

Please submit a cover letter, resume and writing sample by **September 16, 2016** to:

[cpierson@mnenvirofund.org](mailto:cpierson@mnenvirofund.org)

References will be requested for finalists. Applications will be reviewed on a rolling basis starting on Friday, Sept. 16, and the position will be open until filled.