



Strategies to Sustainability

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Internship Opportunity: Sustainability & Natural Resources Management Consulting

Located in Ottawa, Stratos Inc. is one of Canada's leading environmental and sustainability consultancies. We are proud of the strong and credible reputation we have built in both corporate and government circles, and are known for providing high-quality, objective and realistic services, advice, and products. We are trusted advisors, strategists, integrators and facilitators. Stratos specializes in collaborative problem-solving, with a focus on environmental and natural resource management, as well as sustainability. We work across all levels of government, business and civil society. Stratos works across jurisdictions in Canada and has deep expertise working with Canada's natural resource sectors, including with the mining, energy and forestry sectors. For more information on Stratos, visit: www.stratos-sts.com.

We currently seek to fill two **internship** positions with outstanding individuals possessing interest and expertise in sustainability and natural resource management. These qualities can be demonstrated in a variety of ways, including academic studies, work experience, extracurricular interests and volunteer activities.

The internships are paid, full-time positions based in Ottawa, from September to December 2017, with the possibility of an extension. The application deadline is **Tuesday June 20, 2017 at 4:00 p.m. EST**. To apply, please submit your CV and cover letter to jobs@stratos-sts.com.

We thank all applicants for their interest in the role and the time and effort to apply; however, only those selected for an interview will be contacted.

Education

We require that interns hold a **Master's degree** (or are progressing towards obtaining such a degree) in a discipline related to sustainability, natural resource management and/or engineering.

Overall Responsibilities

As a Stratos intern, you will have exposure to and the opportunity to learn how industry-leading consultants provide a wide range of services related to natural resources and sustainability. You will be responsible for supporting the consulting and marketing activities for different members of the consulting team, by working on various research, writing and analytical projects. As part of the Stratos team yourself, you will also be welcomed to participate in our Stratos Academy workshops (internal professional development sessions) and other learning opportunities we provide to help our entire team grow.

During your four-month internship, you will be assigned a Manager to help you identify goals for your time with us, and who will review your performance/provide helpful suggestions on a regular basis. We aim to provide you with challenges and feedback in support of your own learning objectives, and which also help our team fulfill its mission.



Responsibilities

Specific responsibilities of this intern position include:

- Conducting research, and compiling, synthesizing and analyzing the resulting information (e.g. from web or literature searches, interviews or surveys)
- Supporting the writing, proof-reading, formatting and preparation of proposals, reports, presentations, manuals, strategies, policies, standards and procedures
- Assisting with the design, planning, delivering and reporting on meetings, workshops and stakeholder engagement sessions
- Conducting research on market trends and client needs
- Preparing marketing presentations and materials
- Supporting the development of Stratos position and thought leadership papers

Past intern projects include:

- Reviewing best practices in stakeholder engagement for the mining sector, to assist a mining company develop relevant policies, procedures and standards
- Conducting peer benchmarking for energy companies using the Global Reporting Initiative (GRI) methodology
- Coordinating the design and production of Stratos' internal CSR report
- Supporting the development of a project management plan (e.g. building a GANTT chart) to support implementation of a new government initiative
- Writing a report on socio-economic benefits from an oil and gas development
- Preparing and supporting the implementation of a training Webinar for verifiers evaluating companies' performance in sustainability
- Researching, analyzing and synthesizing technical/specialist issues

Skills and Attributes

Specific skills and attributes are required to successfully fulfill the Stratos intern responsibilities. A great intern will be someone who demonstrates:

- Professional conduct (i.e. ability to adhere to an organization's code of conduct and interact with colleagues and clients in a respectful manner)
- Strong time management, prioritization and organizational skills
- Experience working both independently and as a team member
- Effective communication and interpersonal skills
- An ability to conduct research (e.g. web-based, literature, surveys and/or interviews), analyze data and present results in a clear and concise manner
- Initiative, as demonstrated by a willingness to take on new tasks, promote new initiatives and seek clarification where necessary (i.e. regarding assigned tasks)
- The ability to provide timely updates and progress on projects
- Understanding of working within complex, technical systems (this would be an asset)
- Working knowledge of French (this would be an asset)



Your Personal Impact

Stratos offers a truly impactful work experience that empowers our team with countless opportunities to grow, lead and contribute in areas that matter to them.

At Stratos, your impact may be felt personally - such as increased satisfaction from supporting a project through from start to finish, or from working as part of a smart, dynamic team with a strong work-life balance.

Your work would also impact Stratos' success. We are dedicated to growing the firm and there is never a shortage of “hats” you could wear to help make that happen. You may provide support in the shaping our business strategy, developing an approach to test a new Canadian market, or developing learning sessions for our company retreat. These are just some of many ways your work may impact Stratos' long-term success.

Lastly (and most significantly), you will impact the ability of Stratos' clients to deliver on their mandates. Our clients focus on natural resource management and sustainability issues, for the benefit of future generations. Your work supporting Stratos will help them shape and better fulfill their important visions.

We strive for excellence and professionalism in every aspect of our work and supporting you at every level of impact you seek to make. Please check out our Team page (www.stratos-sts.com/team) on the Stratos website to learn more about Stratos employees' perspectives of the contributions they are able to make each day. Please read our Careers page (www.stratos-sts.com/careers) to learn about our company culture and values.

Thanks again for your interest in the Stratos Internship program.