



Strategies to Sustainability

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Intern Opportunity

We are currently seeking to fill an **Internship** position for an individual possessing interest and expertise in sustainability and natural resource management. This paid, full-time position will be based in Ottawa and will start in May 2018 for the duration of 4 months with the possibility of an extension. The application deadline is **Friday, February 23, 2018 at 4:00 p.m. EST** – please submit your CV and cover letter to jobs@stratos-sts.com.

Due to the volume of applications we receive, only short-listed candidates will be contacted.

Overview of Stratos

Located in Ottawa, Stratos Inc. is one of Canada's leading environmental and sustainability consultancies with a strong and credible reputation in both corporate and governmental circles for providing objective and realistic services and advice, and producing high-quality products since our inception in 2000. We are trusted advisors, strategists, integrators and facilitators. Stratos specializes in collaborative problem solving with a focus on environmental and natural resource management and 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 forest sectors. For more information on Stratos, visit: www.stratos-sts.com.

Educational Requirement

- **Master's degree** (or progressing towards such a degree) in a discipline related to sustainability, natural resource management and/or engineering

Overview of Intern Position

Stratos offers internships to outstanding individuals who are interested in sustainability as demonstrated, for example, by their studies, extracurricular interests, volunteer activities and/or work experience.

Responsibilities

The intern will support consulting and marketing activities for the Stratos team. This may entail:

- Conducting research, and compiling, synthesizing and analyzing the resulting information (e.g. from web or literatures 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

Skills and Attributes

Stratos is looking for interns who demonstrate:

- 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)
- Working knowledge of French would be an asset

What Does a Stratos Intern Do?

In the past, project work has included:

- 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

Technical Specialty: In addition to the general job description presented above, Stratos is also interested in engaging interns that have a more technical expertise, specifically individuals that have an engineering background (either Undergrad and/or Masters), and have a solid understanding of working within complex, technical systems. Such interns would contribute their technical expertise / specialized knowledge within Stratos sectors and services such as natural resource management, contaminated sites management, risk management, etc. If you feel that you have this expertise, please highlight in your cover letter.



An Opportunity for Growth

Stratos interns work with various members of the firm on a variety of research, writing and analytical assignments related to environment and sustainability. This provides them with the opportunity to learn about a range of services Stratos provides and gives them exposure to different areas of the firm's practice.

Interns work with a Manager who will introduce them to Stratos, help identify their goals and review their performance on a regular basis. As part of the Stratos team, interns participate in the Stratos Academy (i.e. internal training sessions on project management, effective marketing and other essential skills) and other opportunities for learning.

At Stratos, you'll find challenges that will allow you to learn, and the support to allow you to meet your own learning objectives.