

**Title:** Intern

**Location:** Grand Rapids, MI

**Reports to:** Varies

**Company:** Catalyst Partners, LLC

## TEAM

Since 2002, Catalyst Partners has grown steadily by assembling a consortium of professionals who share a commitment to creating sustainable and healthy built environments. From our core of LEED project administration, Catalyst has expanded to be a national and global presence to help owners optimize building and product execution. To document this impact for buildings, we provide certification assistance for projects under these certification systems: LEED, WELL, Living Building Challenge, Enterprise Green Communities, Green Globes, and BREEAM. Our team works closely with our clients, from project planning through completion, to assure the prescribed environmental, health, and wellness objectives are incorporated into and properly documented for the project. We believe the status quo of building design needs continual improvement, and we know that we can help owners design and complete projects that will improve their bottom line while also contributing to the health of people and the planet.

## ROLE

We are looking for a dynamic, energetic intern who is eager to learn about our company by assisting various departments through an 8- to 10-week rotational program. As an intern, you will assist the company with tasks set out by various teams, such as research, data capturing, sustainable design, project documentation, and working closely with different team members to learn more about the company. To be successful as an Intern, you should be willing to help with any tasks assigned by the rotation lead. You will be involved in both internal and external project work.

As an ideal candidate, you have an interest in the sustainability, design and construction, and/or building performance industries and a final year undergraduate student or recent graduate in an associated field of study.

**SKILLS**

- Eager to learn and work with various departments in the company.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office.
- Ability to multitask.

**PERKS**

By joining our team of trusted industry leaders, you become part of a network of individuals committed to pursuing performance excellence in the built environment through a process of continual knowledge building and self-development, while receiving exposure to project that are located right here in Grand Rapids, in the larger state of Michigan, and all around the country.

**NEXT STEPS**

Interested in this position? Apply now! Submit your resume and cover letter to [info@catalyst-partners.com](mailto:info@catalyst-partners.com)