

JOB DESCRIPTION – SUSTAINABILITY CONSULTING INTERN



POSITION OVERVIEW

Greenview is a boutique consultancy and research firm that leverages its unique role in the hospitality and tourism industry to catalyze best practices and innovation in sustainability and social responsibility.

Greenview works with leading organizations globally, providing advisory services, program development and implementation, data and measurement solutions, reporting services, sustainability software and data platforms, collaborative industry initiatives, and research. Greenview is a recognized thought leader in sustainability strategy, programs, measurement, reporting, research, analytics, and data management, with deep expertise supporting hospitality companies and hotel portfolios around the world.

Greenview seeks to engage a bright, passionate student who is eager to contribute to meaningful work while gaining hands on experience in a growing and evolving field. Like everyone at Greenview, the Sustainability Consulting Intern is expected to work hard while maintaining balance, take satisfaction in making a real difference, and enjoy working in a dynamic industry supported by an evolving mix of advisory, data, software, and research services.

This internship provides hands on exposure to sustainability consulting and the global hospitality industry. The Intern will work alongside active project teams, supporting data collection and analysis, quality review, research, project coordination, and the development of client deliverables. The position is well suited for someone who is curious, detail oriented, reliable, and eager to learn new sustainability topics, tools, and processes.

INTERNSHIP DETAILS

Location: Ability to work from the Washington, D.C. office, with flexibility for hybrid work based on schedule, project needs, and team coordination.

Schedule: Average of 10 hours per week, with opportunities for up to 40 hours per week depending on availability and business needs

Length: 3-4 months

Compensation: This is a paid internship. The intern will receive a monthly stipend, with the amount determined based on the agreed weekly schedule and duration of the internship. Greenview is also willing to work with students and their academic institutions to accommodate applicable internship credit requirements.

REPORTING STRUCTURE

The Intern will have an assigned Direct Manager and will work with various project managers and team members based on specific assignments.

AREAS OF RESPONSIBILITY

The primary role of the Intern is to support project managers and team members in executing client and industry collaboration projects related to sustainability data collection, measurement, reporting, software and data platforms, research, and program implementation. The Intern will provide practical project support while gaining exposure to Greenview's sustainability consulting work and global hospitality clientele. Responsibilities may include:

- Support the development of client facing analyses, presentations, reports, and other consulting deliverables, gaining exposure to how sustainability insights and data are translated into practical recommendations for clients.
- Track property and portfolio submissions, maintain status trackers, monitor progress against deadlines, and coordinate follow up on missing information or outstanding data requests under the direction of project team members.
- Support the updating and management of client data collection tools and program activities.
- Organize and review submitted data and documentation for completeness, consistency, and potential gaps or anomalies.
- Support quality assurance activities, including reviewing source documentation, trackers, analyses, and client deliverables for accuracy and consistency.
- Assist with organizing and analyzing sustainability performance data, including energy, water, waste, and greenhouse gas information, as assigned.
- Conduct targeted research on sustainability topics, industry practices, and client needs, and summarize findings clearly for project teams.
- Prepare and organize materials for internal and client meetings, including presentations, trackers, supporting documentation, and meeting follow ups.
- Assist with administrative and coordination tasks that help project teams manage assignments and deliver work efficiently.
- Continuously seek ways to improve the organization, tracking, and efficiency of recurring project processes.

QUALIFICATIONS, SKILLS & CORE COMPETENCIES REQUIRED

- Current undergraduate or graduate student pursuing a degree in any of the following fields: data analytics, systems engineering, mathematics, geography, business/sustainable business, research, environmental science, environmental policy, hotel management, or a related field.
- Ability to work from or regularly collaborate with the Washington, D.C. office
- Proficient in MS Office Suite (Word, Excel, Outlook, PowerPoint) with strong Excel skills preferred
- Strong organizational skills and ability to manage detailed information across multiple assignments and deadlines
- Strong research and analytical skills with an interest in working with sustainability data and information
- Strong communication and writing skills in English
- Proactive, reliable, and self motivated, with the ability to learn new topics, tools, and processes quickly.
- Keen attention to detail and willingness to investigate incomplete or inconsistent information
- Ability to work independently while also collaborating effectively with project teams
- Creativity and flexibility
- Passion for helping to build a better planet
- Interest in sustainability, hospitality, consulting, data management, or related fields