

Job Description: Sustainability Intern - General

Position Title: Sustainability Intern (General)

Location: Remote [MST, CST time zones preferred]

Department: Quality Management-Sustainability

Reports To: Sustainability Manager

Position Overview:

Ace Computers is seeking a motivated and passionate General Sustainability Intern to join our team. This internship offers a unique opportunity to gain hands-on experience in sustainability practices, with a focus on meeting EPEAT criteria and supporting Ace Computers' sustainability initiatives. The ideal candidate will assist in various sustainability projects, contribute to our environmental goals, and help ensure compliance with EPEAT standards.

Key Responsibilities:

General Sustainability Tasks:

- **Research and Analysis:** Conduct research on sustainability trends, best practices, and emerging technologies. Analyze data to support sustainability initiatives and reporting.
- **Data Analysis:** Proficiency in analyzing and interpreting data is crucial. Ability to work with numbers, calculate metrics, and assess environmental performance. Sustainability analysts work with various datasets, including environmental impact studies and corporate social responsibility (CSR) initiatives.
- **Environmental Knowledge:** Understand environmental principles, policies, and regulations.
- **Environmental Audits:** Assist in conducting environmental audits and assessments to identify areas for improvement and ensure compliance with environmental regulations.
- **Sustainability Reporting:** Help prepare sustainability reports, including data collection, analysis, and presentation of findings.
- **Waste Management:** Support waste reduction and recycling programs within the company. Assist in developing strategies to minimize waste and improve resource efficiency.
- **Energy Efficiency:** Assist in identifying and implementing energy-saving measures across company operations.
- **GHG Emissions Inventory:** Experience conducting inventories of greenhouse gas emissions.

Ace Computers-Specific Tasks:

- **EPEAT Compliance:** Work closely with the sustainability team to ensure Ace Computers' products meet EPEAT criteria. This includes gathering and organizing documentation, conducting product assessments, and assisting in the certification process.
- **Product Lifecycle Management:** Support initiatives related to product lifecycle management, including design for recyclability, reduction of hazardous substances, and end-of-life management. Experience with Product Carbon Footprints (PCF) and Life Cycle Assessment (LCA) preferable.



- **Conflict Minerals Reporting:** Assist in the preparation and submission of conflict minerals reports, ensuring compliance with relevant regulations and company policies.
- **Energy Star Certification:** Help maintain and update Energy Star certifications for Ace Computers' products, ensuring they meet the latest energy efficiency standards.
- **Supplier Engagement:** Collaborate with suppliers to ensure they adhere to Ace Computers' sustainability standards and practices.

Soft Skills:

- **Analytical Thinking:** Sustainability analysts must dissect complex information and draw meaningful insights.
- **Problem-Solving:** Address environmental challenges creatively and propose sustainable solutions.
- **Communication:** Clearly convey findings and recommendations to stakeholders.
- **Collaboration:** Work effectively with cross-functional teams and external partners.
- **Ethical Awareness:** Understand the ethical implications of sustainability decisions.

Qualifications:

- Degreed in, or pursuing a degree in, Environmental Science, Sustainability, Engineering, or a related field.
- Strong interest in sustainability and environmental issues.
- Excellent research, analytical, and problem-solving skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Planner, Loop, D365).
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.
- Detail-oriented with strong organizational skills.

Preferred Qualifications:

- Familiarity with EPEAT criteria and certification processes.
- Experience with sustainability reporting and data analysis.
- Proficiency in Microsoft Excel, with strong skills in automating forms and processes using advanced functions, macros, and VBA within the Microsoft Office Suite.
- Knowledge of environmental regulations and standards.
- Career transitioners highly encouraged.

Benefits:

- Gain hands-on experience in sustainability practices and EPEAT certification.
- Opportunity to work with a leading company in sustainable computing solutions.
- Mentorship and professional development opportunities.
- Flexible working hours to accommodate academic commitments.

Application Process: Interested candidates should submit their resume, cover letter, and any relevant work samples to careers@acecomputers.com. Applications will be reviewed on a rolling basis.