



Strategies to Sustainability

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Stratos Summer Internship

We are currently seeking to fill an Internship position for an individual possessing interest and experience in sustainability and natural resource management. This paid, full-time position will be based in Ottawa and will start in **May 2019** for the duration of 4 months with the possibility of an extension.

About Stratos

Located in Ottawa, Stratos Inc. is one of Canada's leading environmental and sustainability consultancies. We specialize in collaborative problem-solving with a focus on environmental and natural resource management and sustainability. We are trusted advisors, strategists, integrators and facilitators.

Stratos supports all levels of government, business and civil society. We contribute in many jurisdictions across Canada and we have deep expertise providing services to Canada's natural resource sectors, including mining, energy and forestry. We have worked extensively in Canada's North, including with Indigenous organizations, governments and communities to help advance Indigenous rights, foster healthy communities and sustainable resource development.

Stratos is known for providing objective and realistic services and advice and producing high-quality products. We are proud of the strong and credible reputation we have built in both corporate and government circles. For more information on the work we do at Stratos, visit: www.stratos-sts.com.

Stratos' Reconciliation Strategy

Stratos is actively working with our Indigenous partners to support a better Canada for all. Please visit our website to see our Reconciliation Strategy: www.stratos-sts.com/walking-talk/reconciliation.

About the Intern Opportunity

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.

Educational Requirement

- Bachelor's degree in a discipline related to sustainability, natural resource management and/or engineering
- Master's degree in a related field is an asset
- Academic or work experience in computer programming, graphic design or communications/marketing will be considered an asset

Responsibilities

The Interns 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 is 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

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.

Your Personal Impact

Stratos offers a truly impactful work experience that empowers our team members 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 seeing 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 might be involved in 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 you could help cultivate and 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 at Stratos will help them shape and better fulfil 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 on the Stratos website to learn more about Stratos employees' perspectives of the contributions they are able to make each day (www.stratos-sts.com).

Application Requirements

Please submit your cover letter and CV to jobs@stratos-sts.com by **5:00 ET on January 30th, 2019**. We thank all applicants in advance for their interest in this role; however, only those selected for an interview will be contacted. Please note, the second stage of our screening process usually involves a brief, online video interview. If you are invited to participate in this step, we hope you will take the time to help us get to know you using this tool.