



ACS Green Chemistry Institute

Pharmaceutical Roundtable

ACS Green Chemistry Institute Pharmaceutical Roundtable Intern

Background: The mission of the ACS Green Chemistry Institute® (GCI) is to catalyze the implementation of innovative approaches to chemistry and engineering that enable sustainable development across the globe. The Institute focuses on four key areas: advancing science and research, integrating green chemistry into higher education, catalyzing industrial implementation of green and sustainable chemistry and engineering, and facilitating equity in the adoption of green chemistry and engineering practices worldwide. The Institute operates under the Office of Science, Research and Sustainability Unit of the American Chemical Society.

This internship offers students a unique opportunity to engage directly with industry scientists, gaining insight into real-world challenges, and how they are addressed through project execution. The position supports initiatives led by the ACS GCI Pharmaceutical Roundtable (www.acsgcigr.org), with a focus on strategic priorities including education for current and future leaders, and the development of green chemistry tools.

Years of Experience: 2+ years

Expected Rate: \$25 - \$35/hour

Term: 2026 academic year

Education Level: Upper-class undergraduate or graduate student enrolled in a chemistry or a related science or a recent graduate within six (6) months of earning their degree in the same disciplines.

Ideal Candidate:

- Demonstrated interest and background in green chemistry and sustainability
- Strong quantitative and logical reasoning skills
- Desire to contribute to the development of green chemistry tools and their integration into education
- Strong understanding of synthetic chemistry, reaction and analytical methodologies.

Work Design:

The candidate will join a small, mission-driven team within a large organization. A self-starter with the ability to quickly absorb information and collaboratively advance projects is essential. Strong organizational skills, flexibility, and adaptability in managing shifting priorities are critical. Experience working collaboratively with teams to support both short- and long-term goals of the Institute and ACS is preferred. Excellent oral and written communication skills and a technology-savvy approach are required.

Software Proficiency:

- Required: Microsoft Word, Excel, PowerPoint, and image processing software
- Preferred: Scientific software such as ChemDraw, SciFinder, and the ChemAxon suite
- Willingness to learn new software platforms used by internal and external stakeholders

Responsibilities:

- Manage the development of quantitative tools with industry stakeholders, including creating timelines for deliverables
- Support the development of green chemistry education tools (e.g., Green Chemistry & Engineering Platform, Analytical Chemistry Course)
- Communicate with developers and volunteers to meet project timelines
- Proofread materials and updates, providing constructive feedback
- Create surveys to collect data
- Collaborate effectively across the organization
- Perform administrative tasks (e.g., Green Chemistry Articles of Interest collaboration with *Organic Process Research & Development*, an ACS journal)
- Process and follow up on financial invoices

Required Skills and Attributes:

- Strong project management skills
- Excellent interpersonal skills; ability to work effectively with internal and external stakeholders, including industry professionals and volunteers
- Highly organized and capable of managing multiple timelines
- Comfortable with technology and willing to troubleshoot virtual meeting platforms

Location:

Washington, DC area preferred. Remote workers could be considered.