



TITLE:

Community Outreach Intern

MAIN LOCATION:

Recycle Ann Arbor, 2420 S. Industrial Hwy., Ann Arbor MI 48104

TIME PERIOD: May - October 2019, with the potential for extension in 2020.

This is a volunteer internship position, with variable hours - 8 to 15 hours per week in the office, with an increase to 20 hours when weekend event work is required. Hours will fluctuate based on weekend Zero Waste events, but cannot exceed 25 hours per week.

INTERNSHIP DESCRIPTION:

Assists with community outreach programs and projects including zero waste special events, community events, volunteer engagement, and educational resource development, under the direction of the Outreach and Zero Waste Program Manager.

Duties and Responsibilities may include the following:

- Assisting with Zero Waste event planning and working weekend events in their entirety when scheduled
- Volunteer recruitment and training/management on-site at Zero Waste events
- Post-event data entry, reporting, and follow-up with vendors and volunteers
- Assist with public outreach at tabling events in the community
- Assist with research and content development for social media posts, newsletter articles, etc.
- Other projects and duties as assigned

INTERNSHIP REQUIREMENTS:

The employee must meet the following job requirements:

- Work scheduled hours and notify Recycle Ann Arbor staff when schedule changes are needed
- Must be available to work weekends and some evenings that have a Zero Waste event
 - Specifically, the following dates: May 31, June 5, June 14, July 3, Aug. 7, Sept. 4, Oct. 2
- Excellent communication skills in person, type, and on the phone
- Ability to work with a diverse audience and community partners
- Excellent attention to detail, organization, and record-keeping
- Have an interest and knowledge of local recycling, zero waste, and environmental issues
- Experience with volunteer and event coordination is desirable, but not required
- Maintain a professional appearance and attitude
- Be flexible and adaptable to change and spontaneous situations
- Ability to work will independently and as part of a team
- Experience with Microsoft computer programs and Google Suite.
- Ability to lift 25-50 pounds
- Possess a valid Michigan driver's license and have reliable transportation (car, bike, bus, etc.)

**Schedule and time-commitment is negotiable.*

DEADLINE TO APPLY: Friday, May 17, 2019 by 5pm.

HOW TO APPLY: Send cover letter and resume to Angela Porta, angela@recycleann Arbor.org