

**TITLE:**

Community Outreach Intern

**MAIN LOCATION:**

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

**TIME PERIOD:** September - December 2019

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 20 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:**

- Assist with developing an annual communications plan for property management companies and multi-family units.
- Assist with developing outreach projects with student groups.
- Assist with surveying recycle carts in the off-campus student housing areas.
- Perform data entry for Washtenaw County school recycling program into Excel spreadsheets.
- Assist with Zero Waste event planning and working events in their entirety when scheduled.
- Assist with research and content development for social media, 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: Sept. 4, Oct. 2, Oct. 4, Oct. 6, Dec. 7
- Excellent communication skills in person, written, 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 well 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, August 30, 2019 by 5pm.**

**HOW TO APPLY:** Send cover letter & resume to Angela Porta, [angela@recycleannarbor.org](mailto:angela@recycleannarbor.org)