



**DEADLINE TO APPLY: Mon, August 28<sup>th</sup>, 2017**

**HOW TO APPLY:** Send cover letter and resume to Lisa Perschke, [lisap@recycleannarbor.org](mailto:lisap@recycleannarbor.org)

**JOB TITLE:**

Curbside Recycling Program Intern

**LOCATION:**

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

**NOTE:**

This position is an unpaid internship, with a minimum of 6 hours per week (maximum 20 hrs/week). *This position is office (40%) and field based (60%), as needed. **This position is mildly labor intensive for field work- must be prepared and physically fit for such tasks.***

**JOB DESCRIPTION:** Position duties will be split between assisting with the Washtenaw County Intermediate School District (WISD) Recycling Program and general tasks/field work within the Curbside Recycling Department. All work performed is under the direction of the Recycling Program Specialist and Curbside Recycling Technician.

**DUTIES AND RESPONSIBILITIES** may include the following:

- Assist with all aspects of WISD Recycling program, including writing and creating educational materials (newsletter, flyers, etc), data entry, written report summaries, surveys, and other projects as needed
- Assist with residential & business cart inventories and surveys of Recycle Ann Arbor service area
  - Scan carts/document information with location
  - Educational canvassing
  - Visual waste surveys
- Data entry (data checking and entering)
- Attain, update and scan site maps of multifamily communities
- Assist with office duties (answer multi-line phone and 2-way radio) *dependant on experience & office need*
- Work on research projects focused on recycling topics as determined by current needs
- Other projects and duties as assigned

**JOB REQUIREMENTS:** The intern must meet the following job requirements:

- Detail oriented
- Highly organized
- Excellent communication skills in person, type, and on the phone
- Work scheduled hours and notify Recycle Ann Arbor staff ASAP when schedule changes are needed
- Have an interest and knowledge of recycling, environmental issues, & sustainability topics
- Maintain a professional appearance and attitude
- Be flexible and adaptable to change
- Ability to work well independently and/or as part of a team
- Ability to work for the duration of the term selected
- Experience with Microsoft Office application suite, with emphasis on Access, Excel and Publisher
- Ability to lift 50 pounds
- Work in uneven terrain and inclement weather
- Possess a valid driver's license

**Internship Term date(s):** September-December 2017