

Office of Sustainability Zero Waste Events & Outreach Intern

Fall 2021

Position Description:

The Office of Sustainability seeks a Zero Waste Events & Outreach Intern to assist the Recycling and Waste Reduction Coordinator in organizing sustainable waste management at university events throughout the school year. The Office of Sustainability works to ensure events are educational and effective. The chosen candidate will educate event planners, caterers, and guests on minimizing waste at Zero Waste Events. Job duties include organizing supplies for events, ensuring that all necessary zero-waste infrastructure is in place for each event, and, as necessary, work at zero waste stations during events.

This position is perfect for someone interested in recycling and waste diversion, education, outreach, team-building, collaboration, and event management. This intern will hone efficient customer relations, peer leadership, logistics experience, planning, outreach, and presentation skills.

Hours & Timeframe:

This is an academic year position and starts during the first week of September 2021 with a commitment of 8-10 hours a week. Must be flexible and able to work outside of the regular 9 AM - 5 PM business hours.

All work will be done in accordance with Tufts' COVID-19 safety protocol, including masks and social distancing. The nature of the position requires in-person work with an occasional opportunity for remote work.

Required Skills & Qualifications:

- Friendly and outgoing with strong communication skills
- Comfortable engaging university stakeholders and event participants in zero-waste education
- Efficient and well organized with great attention to detail
- Reliable, with excellent time management
- Capable of independent and collaborative work
- Comfortable talking and working with faculty and staff from across the university in person, via email, and by phone

Preferred Skills & Qualifications:

- Knowledge of sustainability efforts at Tufts University
- Experience leading and managing peers
- Knowledge about recycling, compost, and landfill waste streams

Pay Rate: \$15.50/hr

Work-study is preferred but not required.

Submit a cover letter and resume via Handshake. Applications without cover letters will not be considered. Direct questions or if you do not have access to Handshake, email Kaitlyn.Reed@tufts.edu

Applications will be considered on a rolling basis until September 7th at 12:00AM. Apply sooner for first consideration.

All hiring decisions will be made by September 17th, and the internship will begin the week of September 20th.