

Office of Sustainability Recycling Interns 2019-2020

Job Title: Recycling Education and Events Intern

Position Description:

Are you passionate about zero landfill waste? Do you enjoy educating your peers about how to recycle? Are you good at organizing? Then join the Tufts recycling team! The Tufts Office of Sustainability is looking for a student to assist with University-wide education and outreach efforts about recycling and waste reduction, including managing zero waste events. The Education and Events Intern will deliver presentations, materials, and information about recycling to different groups within the University and will collaborate with the Recycling Fellow on starting new education and outreach initiatives.

This intern will also be responsible for coordinating waste management for Zero Waste Events throughout the school year to make them as educational and effective as possible for all parties involved. Intern will communicate with event planners, caterers, and guests on how to minimize waste at Zero Waste Events; hire, train, and manage zero waste workers; organize supplies for events; ensure 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, and logistics experience as well as planning, outreach and presentation skills.

Hours & Timeframe:

This position will be available in the last week or two of August 2019 and will last through the Fall semester, with potential to extend through the remainder of the 2019-2020 academic year. Intern is expected to work an average of 7-10 hours a week, although this could vary significantly depending on the week and the number of zero waste events planned. Some work may be required on the evenings and weekends.

Please apply by August 20th for the strongest chance of consideration.

Students who can begin work in August will be given additional preference.

Required Skills & Qualifications:

- Friendly and outgoing personality with strong communication skills
- Comfortable tabling and giving presentations
- Efficient in both independent work as well as collaborative planning
- Well organized with great attention to detail
- Reliable with efficient time management
- Working knowledge of Microsoft PowerPoint
- Public speaking and presentation skills
- Interest in waste reduction and sustainability
- Comfortable talking to and working with faculty and staff from across the university in person, via email and/or by phone

Preferred Skills & Qualifications:

- Knowledge of sustainability efforts at Tufts
- Experience leading/managing others, peer leadership
- Experience with zero waste events

Pay Rate: \$13/hour

Work study preferred but not required.

Apply via Handshake with a cover letter addressed to Kristen Kaufman, along with a resume. Please note that applications without cover letters will not be considered. Direct questions to recycle@tufts.edu.

Handshake link: <https://app.joinhandshake.com/jobs/2943356>