

Office of Sustainability Interns 2019-2020

Job Title: Recycling & Waste Communications Intern

Position Description:

Are you passionate about using resources responsibly? Do you enjoy providing others with information and helping them learn about what they can do have a smaller impact on the planet? The Tufts Office of Sustainability is seeking an undergraduate intern to work across our recycling and communications teams. They will help maintain our Recycling website at operations.tufts.edu/recycle and the University [Eco-Map](#), update print and digital signs related to university waste management, and work with other office staff to plan, develop, create and share educational materials for waste reduction programs at Tufts.

This position may also assist with general sustainability communications tasks including: monitoring the recycling and sustainability office emails, posting to social media, writing blog posts, and contributing to the monthly newsletter.

Hours & Timeframe:

This position will be available in the first week of September 2019 and will last through the Fall semester with potential to extend through the remainder of the 2019-2020 academic year. The intern is expected to work 8-10 hours a week, primarily during business hours (M-F, 9 AM - 5 PM) in the Office of Sustainability at Barnum Hall on the Medford/Somerville campus.

Please apply by August 20th for the strongest chance of consideration. Position available until filled.

Required Skills & Qualifications:

- Familiarity with social media platforms including Facebook, Twitter, and Instagram
- Experience with the Adobe Creative Cloud, including InDesign, Illustrator, and Photoshop
- Graphic design background (print and digital)
- Ability to source and create content for social media sites
- Outstanding ability to work across teams and maintain priorities
- A can-do attitude
- Strong ability to collaborate with others
- Reliable and manages time effectively
- Exceptional writing skills
- Good customer service
- Attention to detail
- Exceptional organizational skills

Preferred Skills & Qualifications:

- Experience with any or all of the following programs: Sprout Social, Mail Chimp, Wordpress, Excel, Asana
- Experience using social media as a brand
- Experience working within a brand style guide
- Social media marketing
- Interest in recycling, waste reduction and sustainability

- Comfortable talking to and working with faculty and staff from across the university in person and via e-mail or phone

Pay Rate: \$12/hour

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

Positions open: 1

Handshake link: <https://app.joinhandshake.com/jobs/2957684>