

Office of Sustainability Interns Summer 2020

Job Title:

General Recycling Intern (June-August 2020)

Position Description:

Are you passionate about zero waste and interested in learning more about the recycling industry? Do you want experience helping to coordinate a large-scale reuse and recycling program like the one at Tufts? The Office of Sustainability is hiring a general summer recycling intern. This intern will spend about 50% of their time coordinating the Move-In Donations store, through which donation items collected during Move-Out are sold back into the community. In the past, this has diverted up to 11 tons of waste from landfills.

The intern will also help to manage recycling-related programs over the summer, including but not limited to recycling communications, checking on and servicing select specialty recycling streams, program planning, research projects, and completing community requests for waste bins or recycling training.

Hours & Timeframe:

This position will be available in the first week of June 2020 and will last through the summer. The intern is expected to work full-time during business hours (M-F, 9 AM - 5 PM).

Work for the Move-In Donations store will occur on-site in 550 Boston Ave, and other work will occur either remotely or in-person at the Office of Sustainability based on the summer status of the University's COVID-19 response.

Please apply by midnight on April 15th for the strongest chance of consideration. Position available until filled.

Required Skills & Qualifications:

- Outstanding ability to work across projects and maintain priorities
- A can-do attitude
- Strong ability to collaborate with others
- Reliable and manages time effectively
- Exceptional writing skills
- Attention to detail
- Exceptional organizational skills
- Must be able to lift at least 25lbs
- Comfortable transporting and sorting through donation and waste items

Preferred Skills & Qualifications:

- Experience with logistics and/or event planning
- 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
- Have valid driver's license and be comfortable driving vehicles, including vans and large box trucks

Pay Rate: \$12.75/hour

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.

Positions open: 1

Handshake link: <https://tufts.joinhandshake.com/jobs/3641765>