

Office of Sustainability Interns Summer 2021

Job Title:

Sustainability Recycling Intern (May-August 2021)

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 or given back into the community. In the past, this has diverted up to 15 tons of waste from landfills.

The intern will also help to manage recycling-related programs over the summer, including but not limited to checking on and servicing specialty recycling streams, compiling data reports, planning recycling education and outreach, lab recycling initiatives, and completing community requests for waste bins or recycling training.

This position is great for someone who wants to gain experience in project management, creating a circular economy, building partnerships/vendor relations, sustainable behavior change techniques, and managing other student workers.

Hours & Timeframe:

This position will be available in the final week of May 2021 and will last through the summer. The intern is expected to work approximately twenty hours a week during business hours (M-F, 9 AM - 5 PM). Official start date/week is flexible.

Work for the Move-In Donations store and specialty recycling bins will occur on-site, but other work will occur remotely. All in-person work will be in compliance with Tufts and MA COVID-19 safety guidelines.

Please apply by midnight on April 5th 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 large vehicles, including vans or trucks

Pay Rate: \$13.50/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://app.joinhandshake.com/jobs/4716936>