

Office of Sustainability Interns Summer 2020

Job Title:

General Recycling Intern (June-August 2020)

Position Description:

Do you love recycling and want to help make the Tufts recycling program a success? 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 checking on and servicing select specialty recycling streams, facilitating zero waste events, program planning, research projects, and completing community requests for waste bins.

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) in the Office of Sustainability at Barnum Hall on the Medford/Somerville campus.

The Office of Sustainability is also hiring a move-out intern to help manage move-out donations and waste during April and May. Please view the [this webpage](#) for more information about this position. We invite all applicants to apply for both positions. If you would like to apply for both positions, please designate so in your cover letter.

Please apply by 9:00am on March 22nd 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 have valid driver's license and be comfortable driving vehicles, including vans and large box trucks
- 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

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>