



Recycling Outreach and Communications Intern Opportunity (Summer 2019)

The Cuyahoga County Solid Waste District seeks an outgoing, articulate and energetic individual to assist with recycling outreach and education to children and adults. Applicants should possess excellent written, verbal and interpersonal skills. We prefer students who are studying to work in environmental education, communications or sustainability fields. Other courses of study will be considered provided the student demonstrates an interest and knowledge of environmental issues, particularly solid waste management and recycling. Computer skills and research skills are also required. Applicants must be able to work some evenings and weekends and possess a valid driver's license.

QUALIFICATIONS / SKILLS

- Currently enrolled in college for at least 2 years (junior).
- Excellent interpersonal and written communication skills.
- Comfortable communicating with children and adults.
- Working knowledge of Facebook, Twitter, Instagram and LinkedIn.
- Ability to work independently and take direction from more than one person.
- Understanding of recycling and sustainability.
- Graphic design skills or interest is a plus.

DUTIES

- Assist staff with outreach to the general public, businesses and institutions on topics related to recycling, composting and waste reduction.
- Represent the District at various sustainability events in conjunction with volunteers and staff.
- Update District publications including Pass It On: A Resource-Full Guide to Donating Usable Stuff.
- Create content for use on social media and blog posts.
- Update mailing list and web content as needed.
- Other duties and special projects as assigned based on District needs.

COMPENSATION AND TIME PERIOD

This full-time (40-hour/week) internship pays \$12 per hour and will be approximately 8 weeks in length. Our start/end dates are flexible to accommodate the selected intern. The intern will typically work M-F 8:30 – 4:30 but this schedule will be adjusted when the intern is asked to work special events on evenings and weekends.

TO APPLY

Please email a resume and letter of interest to Diane Bickett, Executive Director, dbickett@cuyahogacounty.us. Indicate the time period for which you are seeking an internship. **Applications will be accepted until March 8, 2019.**

ABOUT THE DISTRICT

We are the public agency helping the people of Cuyahoga County to reduce, reuse and recycle at home, at work and in their communities. We provide information, expertise and programs that support sustainable materials management and reduce the environmental impact of waste. This internship will expose the student to communications within the field of solid waste management and government. We are a government agency very much involved with public relations and education. We work with and serve a variety of constituencies including the general public, schools, local municipalities, state agencies, the business community and local environmental organizations.

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