



## Perennial Internship Program – Summer 2025

### Internship Position Description

Internship Title: Materials Management Outreach

Internship Site: VT DEC Solid Waste Program (Virtual/National Life, Montpelier)

Description: This internship will focus on materials management outreach in Vermont, including waste reduction, composting, and recycling.

The intern will:

- Work with DEC staff to identify communities that weren't reached by past outreach efforts and conduct outreach at fairs, farmer's markets, or other public venues to provide information about waste reduction, recycling, composting, and the requirements of the Universal Recycling Law and the Single-Use Products Law. The intern will learn about reducing waste, recycling, composting, and other materials management topics, and will work to be able to answer an array of questions. The intern will think strategically about communications to specific segments of the population, plan outreach activities, and coordinate with event managers and materials management outreach staff throughout the state. Work will likely include weekends and evenings.
- Create a variety of accessible written or visual outreach pieces (e.g. infographics, social media posts, testimonials, blog articles, etc.) that aim to educate and motivate action around reducing waste, composting, recycling, and other materials management topics. The intern will think strategically about communications to specific segments of the population and may work to find new media platforms for DEC's messages.
- The intern will have an opportunity to shadow DEC staff on some site visits and meetings, such as to the landfill or transfer stations and waste collection sites.

Desired qualifications/skills/coursework\*:

- Comfortable and confident engaging in-person and/or on the phone or virtually with various

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stakeholders, including the public, residents, businesses, and municipal staff

- Strong verbal communication skills, including the ability to prioritize key messages
- Strong writing and editing skills, especially writing for a general audience (concise, engaging, clear)
- Interest in waste reduction and willingness to document and share their experiences
- Familiarity with recycling, composting, reducing waste, or other materials management topics
- Interest in thinking about diversity, equity, and inclusion in their work
- Ability to work independently
- Organizational skills. Ability to manage multiple projects at once.
- Critical thinking skills
- Possess a valid driver's license and clean driving record. (Intern will likely use state vehicles to drive to outreach events.)
- Able to work remotely, on a provided computer, for much of the internship

Supervision: Sarah Hobson, Environmental Analyst, Solid Waste Program

Start and End Dates: (Mid-May to Mid-August 2025 – exact start/end dates are negotiable)

Total Hours: 20 hours/week, 12 weeks

Compensation: \$18/hour

How to apply:

**Rubenstein students who will have completed their sophomore or junior year by summer 2025 are eligible to apply. Students graduating in May 2025 are not eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required.**

1. Click the following link to view the Rubenstein Perennial Internship Descriptions in Handshake:

<https://uvm.joinhandshake.com/employers/226837>

- If asked to log in: click "UVM Net ID Login" & login.
- Click the Favorite button to enable easier searches in the future.

2. Click "View All Jobs" in Jobs at Rubenstein Perennial Internship Program box on right side of page.

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3. You should now see the Perennial Internship opportunities! Click “View Details” to learn more about each position.

- Please do take the time to carefully read each individual description so that you don’t miss a great opportunity by judging an internship solely on its title.
- You may apply for up to **three** Perennial Internships.
- All applications are due by **11:59pm, on Friday, February 7th, 2025.**

4. You’ll need to upload both required documents in Handshake before you can apply for any Perennial Internship:

- Click on your name at top right of screen in Handshake
- Select Documents.

5. Please upload all documents as PDFs. The following are the required documents:

- Resume
- Cover Letter
  - You should write and upload a unique cover letter for each position to which you are applying.
  - In your cover letter, provide the name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer position, or a professor or teacher, etc. The person listed should not be the person who completes your recommendation form.

6. In addition to the documents listed above, a **recommendation form will need to be completed by a Rubenstein faculty, graduate student, or staff member of your choosing.** When you ask your recommender if they are willing to complete the form to support your application, please provide your recommender:

- This link: [RECOMMENDATION FORM](#)
- Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
- Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s). This recommendation form needs to be submitted by the February 7th, deadline.

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7. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:

- Get your resume and cover letter reviewed by a Career Counselor at the Career Center. You can check the Career Center's drop-in hours [here](#). The Career Center also offers a guide on building your resume available [here](#).
- Set up an appointment with one of Rubenstein's Career Coaches - [Emily LeForce](#) or [Cathy Shiga-Gattullo](#) - or with PIP Coordinator, [Sarah Mell](#). Sarah Mell will also be available on Wednesdays from 1pm-3pm for PIP Drop-ins! Just swing by Aiken 220 to connect!

8. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during late February to early March.

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