Internship Title: Universal Recycling Outreach

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

Description: This internship will focus on addressing the current and upcoming challenges of implementing the Universal Recycling Law in Vermont. It will involve substantial engagement with the public, as well as some in-office work.

- The intern will set up a table at farmers’ markets, fairs, or other public venues to provide information about recycling, composting, and the requirements of the Universal Recycling Law. A gregarious, friendly personality, composure, and strong communication skills are necessary. The intern will learn and communicate about 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 and outreach to specific segments of the population, plan outreach/education activities, and coordinate with event/venue managers throughout the state. Work may include weekends and evenings.

- The intern will create a set of testimonials with photos and quotes featuring individuals and businesses who divert their food scraps in various ways (at home/onsite, through pick-up, through drop-offs).

- The intern may also:
  - Support composting, recycling, or food rescue initiatives with partner organizations.
  - If student interest, conduct research project(s) to support composting, recycling, or food rescue initiatives.

- The intern would also have an opportunity to shadow DEC staff on site visits and meetings with town officials, haulers, composters, farmers, businesses, or schools, etc.

Desired qualifications/skills/coursework:

- Must be comfortable engaging in-person with various stakeholders, including the public, residents, businesses, farmers, and municipalities
- Strong communication skills, including the ability to make cold-calls to residents, businesses, and others
- Ability to work independently
- Familiarity with the Universal Recycling Law (Act 148 of 2012)
- Familiarity with recycling, composting, or other materials management topics
- Critical thinking skills
- Able to commute independently to and from the Montpelier office (there are some commuter buses available)
- Possess a valid driver’s license and clean driving record

**Supervision:** Alyssa Eiklor, Environmental Analyst, Solid Waste Program

**Eligibility:** Rubenstein students who will have completed their sophomore or junior year by May 2020 are eligible to apply. Students graduating May 2020 are not eligible to apply.

**Start and End Dates:** Mid-May – Mid-August 2019 (exact start/end dates are negotiable)

**Total Hours:** 20 hours/week, 12 weeks

**Compensation:** $12.50/hour

**How to apply:**

1. Click the following link to view the Rubenstein Perennial Internships in Handshake [https://uvm.joinhandshake.com/employers/226837](https://uvm.joinhandshake.com/employers/226837)
   a. If asked to log in: click “UVM Net ID Login” & login.
   b. 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.

3. You should now see the great Perennial internship opportunities! Click “View Details” to learn more about each position.
   a. Please do take the time to read through each individual description so that you don’t miss a great opportunity by judging an internship solely on its title.
   b. You may apply for up to **three** Perennial Internships.
   c. All applications are due by 11:59pm, Wednesday, January 29th, 2020.

4. You’ll need to upload all required documents in Handshake before you can apply for any Perennial Internship:
   a. Click on your name at top right of screen in Handshake.
   b. Select Documents.

5. Please upload documents as pdfs. The following are required documents:
   i. Resume.
   ii. Cover Letter - You should write & upload unique cover letters for each position to which you are applying to.
   iii. Transcript - Login to your [My UVM Portal](https://portal.uvm.edu), click on the Registrar link, click Request Official Transcript by email, once received, save it as a pdf and upload.
   iv. Other Required Documents - Reference(s) & Position Ranking - **in one document, please include & upload:**
1. Reference(s) – Provide name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer position, a professor or teacher, etc. The person listed should NOT be the person also completing your recommendation form.

2. Position Ranking - If you are applying for more than one Perennial Internship, provide a list of the positions in rank order.

6. In addition to the documents you will need to submit, a recommendation form 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 to the recommendation form

   a. Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.

   b. 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 January 29th deadline.

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

   a. The Rubenstein Stewards are great at reviewing resumes/cover letters and providing helpful feedback – stop by Aiken 111.

   b. Stop by the Food, Environment & Sustainability Career Interest Group Drop In Hours in the Career Center (204 Davis Center): Tuesdays, 10:30am – 12pm and Wednesdays, 1:30pm-3pm

   c. Stop by Anna Smiles-Becker’s (Rubenstein Career Counselor & Internship Coordinator) office (Aiken 220G) to sign up for a resume/cover letter review appointment.

8. A team of Rubenstein faculty and staff will be reviewing all submitted applications and forwarding materials onto each Perennial site. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during early-mid March.