

# Rubenstein School of Environment and Natural Resources

## University of Vermont

### Perennial Summer Internship Program - 2021

**Internship Title:** Waste Reduction Outreach Intern

**Internship Site:** VT DEC Solid Waste Program

**Description:** The intern will write a variety of outreach pieces (e.g., blog articles, media pitches, business testimonials, press releases, social media posts, etc.) that aim to educate and motivate action around reducing food and other waste, composting, recycling, and other materials management topics. A strong writer is needed who strives to make written pieces engaging, easy-to-understand, and concise. The intern will also make short videos for social media that provide composting, waste reduction, and recycling tips. The intern will think strategically about communications and outreach to specific segments of the population and may work to find new media platforms for DEC's messages. The intern will work with multiple DEC staff to revise and polish written and video pieces.

**Desired qualifications/skills/coursework:**

- Strong writing and editing skills, specifically writing for a general audience (engaging, clear, concise)
- Strong communication skills, including the ability to strategically prioritize different key messages
- Ability to make fun, short "Tips" videos for DEC social media accounts
- Ability to work independently
- Familiarity with recycling, composting, reducing waste, or other materials management topics
- Critical thinking skills
- Able to work remotely, on a provided computer, for much of the internship

**\*Rubenstein students currently in their sophomore and junior years are eligible to apply. Seniors graduating in May 2021 are not eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required. Due to possible restrictions related to the ongoing COVID-19 pandemic, Perennial Internships may happen as described, be modified or canceled.\***

**Supervision:** Emma Stuhl, Environmental Analyst, Solid Waste Program

**Start and End Dates:** Mid-May-Early June Start Date (exact start/end dates are negotiable)

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

**Compensation:** \$13/hour

**How to apply: Step-by-step instructions. Please follow them closely.**

- 1) Click the following link to view the Rubenstein Perennial Internship Descriptions in Handshake:  
<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 carefully read 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, February 17<sup>th</sup>, 2021.
- 4) You’ll need to upload both 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:
  - a) Resume
  - b) Cover Letter
    - i) You should write and upload unique cover letters for each position to which you are applying.
    - ii) In your cover letter, 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.
- 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.
  - a) 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](#)
  - b) Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
  - c) 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 17<sup>th</sup> 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. Email the Stewards to schedule an appointment after the start of the semester: [RSENRStewards@uvm.edu](mailto:RSENRStewards@uvm.edu)
  - b) Get your resume and cover letter reviewed by a Career Counselor at the Career Center. [You can learn more here about how to schedule an appointment.](#)
  - c) Sign up for a resume/cover letter review appointment with Anna Smiles-Becker (Rubenstein Career Counselor & Internship Coordinator) using [Navigate](#).
- 8) 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.