

# Rubenstein School of Environment and Natural Resources

## University of Vermont

### Perennial Summer Internship Program - 2022

**Internship Title:** Materials Management Outreach

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

**Description:** This internship will focus on addressing current and upcoming challenges related to materials management in Vermont, including waste reduction, composting, and recycling. The intern will collaborate with their mentor to create a Work Plan that builds upon their interests and strengths within the following framework:

- The intern will design and complete a personal waste reduction challenge (such as plastic free, food waste monitoring, etc.) and will document their journey with photos, journal entries, and/or videos that will be used for outreach, such as on social media.
- The intern will create a variety of outreach pieces (e.g. infographics, social media posts, testimonials, blog articles, media pitches, press releases, 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 and outreach to specific segments of the population and may work to find new media platforms for DEC's messages.
- The intern will table at farmers' markets, fairs, or other public venues (as appropriate given the COVID-19 pandemic) to provide information about recycling, composting, and the requirements of the Universal Recycling Law. 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 have an opportunity to shadow DEC staff on site visits and meetings such as with town officials, haulers, composters, farmers, businesses, schools, etc.

**Desired qualifications/skills/coursework:**

- Personal interest in waste reduction and willingness to document and share their experiences
- Strong communication skills, including the ability to strategically prioritize different key messages

- Strong writing and editing skills, specifically writing for a general audience (engaging, clear, concise)
- Comfortable and confident engaging in-person and/or on the phone or virtually with various stakeholders, including the public, residents, businesses, farmers, and municipalities
- Ability to work independently
- Familiarity with recycling, composting, reducing waste, or other materials management topics
- Critical thinking skills
- Posses a valid driver's license and clean driving record
- 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 2022 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 or be modified. \***

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

**Start and End Dates:** Mid-May – Mid-August, 2022 (exact start/end dates are negotiable)

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

**Compensation:** \$13.55/hour

**How to apply:**

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, on Monday, February 21<sup>st</sup>, 2022.
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 all documents as pdfs. The following are the required documents:
  - a. Resume
  - b. Cover Letter
    - i. You should write and upload a unique cover letter for each position to which you are applying.
    - ii. 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

- a. This link: [recommendation form link](#)
- 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 21<sup>st</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: [RSENStewards@uvm.edu](mailto:RSENStewards@uvm.edu)
  - b. 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.](#)
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.