Internship Title: Universal Recycling Outreach

Internship Site: Vermont Agency of Natural Resources, Dept. of Environmental Conservation Solid Waste Program

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, and 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. 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 may also:
  - Help design and run workshops on waste reduction, recycling, or composting
  - Support composting, recycling, or food rescue initiatives with partner organizations
  - If student interest, conduct research 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 recycling, composting, or other materials management topics
- Critical thinking skills
- Able to commute independently to and from the Montpelier office - *Students can commute to the Montpelier Agency of Natural Resources National Life Campus, using the GMTA Montpelier LINK Express [http://ridegmt.com/montpelier-link-express-86/](http://ridegmt.com/montpelier-link-express-86/) which is free for UVM students using their CATcard.*
- Possess a valid driver’s license and clean driving record

Supervision: Anne Bijur, Environmental Analyst, Solid Waste Program

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

*Rubenstein students who will have completed their sophomore or junior year by May 2019 are eligible to apply. Rubenstein students can apply for up to 3 Perennial Internships. Earning internship credit through the Rubenstein Internship Program will be required.*

**How to apply:**

1. Click the following link to view the [Rubenstein Perennial Internships 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 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 midnight, Wednesday, January 30th, 2019

4. You'll need to upload all required documents in Handshake in order to 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 whenever possible. The following are required documents:
   i. Resume
   ii. Cover Letter - You should write & upload unique cover letters for each position to which you’re applying
   iii. Transcript - Login to your my uvm portal, 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
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’ll submit, a recommendation form needs to be completed by a Rubenstein faculty, graduate student or staff member of your choosing. Please provide your recommender this link to the recommendation form when you ask if they are willing to complete the form to support your application.

   a. Only one recommendation form needs to be completed regardless of how many Perennial Internships you’re applying for. This recommendation form needs to be completed by the January 30th deadline.

   b. Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s).

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 219.

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

   c. Visit the The Hub, 1st Floor Davis Center Mondays-Thursdays 10am-5pm, Fridays 10am-3pm.

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.