



## INTERNSHIP POSITION AVAILABLE – SUMMER 2017

### **ABOUT US:**

The Utah Recycling Alliance (URA) is a 501c3 nonprofit organization started in 2011 to empower people, organizations and communities statewide to create a zero waste lifestyle. We are doing this by building successful models and practices that promote reuse, recycling and resource conservation. Establishing and maintaining partnerships with residents, businesses, nonprofits, government agencies and others is key to fostering these efforts towards a zero-waste lifestyle.

The URA has a voluntary, working board of directors (11 people) representing public, private and governmental sectors across multiple geographic regions of Utah including Salt Lake City and County, Cache County and Summit County, and an executive director. **IN YOUR POSITION YOU WILL BE WORKING UNDER THE SUPERVISION OF OUR EXECUTIVE DIRECTOR.**

**We're looking for a summer intern who will help us primarily with our Pop Up! CHaRM (collection of hard-to-recycle materials) events.** These monthly events, running from May through September, give residents the chance to recycle many different types of materials that would otherwise end up in the landfill. Your main responsibilities will be working with our executive director and event partners to organize all aspects of these recycling events. (We've also got other exciting projects planned for 2017, including our, Fix-It Clinics, networking events, launching an education and advocacy plastic bag campaign, film screenings, our annual Zero Waste Awards and more.)

### **WHAT YOU WILL DO:**

- Assist with CHaRM event organization and planning
- Table at CHaRM events
- Create detail and summary reports related to our CHaRM and other projects
- Help with graphic design and advertising for the CHaRMs
- Support our website development team ensuring content is relevant & current
- Work a minimum of 10 hours per week; scheduling is flexible; some weekend and evening work

### **HERE'S WHAT YOU NEED TO KNOW/HAVE:**

- A strong attention to detail, a positive attitude and a responsive nature
- Excellent writing and speaking/presenting skills
- Prior event planning experience a +
- Experience with graphic design and social media management
- Tech-savvy and in-depth experience with MS and Mac software products
- Experience with website development, design & management; knowing HTML code a +
- A solid understanding of environmental issues, particularly zero waste issues
- Practical knowledge of recycling issues and regulations state-wide
- Capacity to multitask and prioritize tasks in a changing environment
- Demonstrated ability to solve problems and seek solutions
- A flair for interacting with people of diverse ages and backgrounds



**GET IN ON ALL THE AWESOME AT THE URA:**

- Your friends will be jealous because there's only one internship available
- Work and network with a passionate group of people
- Be a part of a growing organization making a difference in our community
- Get excellent references for your next job (if you're as awesome as we think you'll be)

**HOW TO APPLY:**

To apply, send a cover letter explaining your interests and background, resume, and a short (one page) writing sample via email to: Mary McIntyre, Executive Director at [director@utahrecyclingalliance.org](mailto:director@utahrecyclingalliance.org). For more information about our organization visit [www.utahrecyclingalliance.org](http://www.utahrecyclingalliance.org) or [www.facebook.com/UtahRecyclingAlliance/](https://www.facebook.com/UtahRecyclingAlliance/)

Applications are due by April 17, 2017. Applicants should be available for interviews during the weeks of April 17 and April 24.