



INTERNSHIP POSITION AVAILABLE

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 is organized under the governing authority of a voluntary, working board of directors and a paid executive director. We have board representation from the public, private and governmental sectors across multiple geographic regions of Utah including Salt Lake City and County, Cache County and Summit County, and currently have eleven board members. Our executive director has extensive experience in environmental, educational, nonprofit and corporate financial services. **IN YOUR POSITION YOU WILL BE WORKING UNDER THE SUPERVISION OF OUR EXECUTIVE DIRECTOR.**

We've got many exciting projects planned for 2017, including Fix-It Clinics, networking events, and launching an education and advocacy plastic bag campaign. Our largest events of the year are a series of "Pop Up! CHaRMs" (collection of hard-to-recycle materials) for Wasatch Front residents. These events occur from May through September, with mini-CHaRMs at other times during the year, and give residents the chance to recycle many different types of materials that would otherwise be landfilled. In November, we'll host our 7th annual Zero Waste Awards, Fundraiser and Film Screening. Our annual event highlights organizations throughout Utah for their waste diversion efforts and organizations can be nominated in one of three categories: 1) Zero Waste or Pretty Darn Close; 2) Innovative Path to Zero; 3) Zero to Zero. The awards ceremony is part of a larger evening event of fundraising and networking, culminating with an environmental documentary film screening.

WHAT YOU WILL DO:

- Assist with event organization and planning
- Table at events
- Create detail and summary reports related to our CHaRM and other projects
- Help write newsletters, project and grant proposals
- Assist with message creation and branding related to our advocacy campaigns
- Assist with growing our social media presence
- Support our website development team ensuring content is relevant & current
- Administrative: replying to emails, checking P.O. Box, other tasks as assigned
- Work a minimum of 10 hours per week; scheduling is flexible

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
- Experience with graphic design and social media management
- Tech-savvy and in-depth experience with MS and Mac software products



UTAH RECYCLING ALLIANCE

- Experience with website development & 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 to two page) writing sample via email to: Mary McIntyre, Executive Director at director@utahrecyclingalliance.org. For more information about our organization visit www.utahrecyclingalliance.org or www.facebook.com/UtahRecyclingAlliance/