



INTERNSHIP POSITION AVAILABLE – SPRING 2018

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 (12 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've got many exciting programs and events planned during 2018, including our Fix-It Clinics, Pop Up! CHaRMs (collection of hard-to-recycle materials), Bag the Bag campaign efforts, tabling opportunities, advocacy efforts, the 8th annual Zero Waste Awards and more. *(See below for a full description of all of our programs and events.)*

WHAT YOU WILL DO:

- Assist with event organization and planning
- Table at events
- Create detail and summary reports related to our Pop Up! 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
- 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
- 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/

Applications are due by April 15, 2018. Applicants should be available for interviews during the last two weeks of April.

MORE INFORMATION ABOUT OUR PROGRAMS:

Pop Up! CHaRMs: These collection of hard-to-recycle materials (CHaRMs) provide residents along the Wasatch Front and beyond the means to recycle and repurpose materials that would otherwise end up in the landfill. Since 2016 we have recycled or repurposed more than 10 tons of material!

Fix-It Clinics: We pair people with repair specialists who teach us how to disassemble, troubleshoot and repair broken household items. By doing so, we reduce our waste and facilitate a shift away from a "throw-away" mentality.

Bag the Bag Campaign: Our goal with the Bag the Bag Campaign is to reduce the use of disposable bags in Utah by bringing together a coalition of businesses committed to promoting the use of reusable bags at their locations.

Zero Waste Awards: These awards are a nod to America Recycles Day. We bring together and thank the local community for their dedication to a Zero Waste culture in Utah, recognizing businesses & organizations most significantly reducing their waste footprint in their business practices. We also screen a waste-related environmental documentary.

Lunch & Learn: These bi-annual events offer educational opportunities for our community to learn about new programs, trends, initiatives and general sustainability matters relevant to promoting a Zero Waste culture.

Intermountain Sustainability Summit: This conference is one of our region's premier sustainability conferences that brings together sustainability professionals, civic leaders, businesses, nonprofits, educators, students and community members to learn, network and develop strategies for implementing sustainability across Utah and the Intermountain West. We co-founded the conference in 2011 with Weber State University and are sponsors of the event.