



## INTERNSHIP POSITION AVAILABLE – SPRING 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 is organized under the governing authority of a voluntary, working board of directors. 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. In 2015 we hired our first paid, part-time staff member who serves multiple roles including as executive director and program manager. She has more than twenty-five years of 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, starting with a Fix-It workshop in January. We'll be hosting networking events, launching an education and advocacy plastic bag campaign, planning film screenings with community partners, as well as participating in the Intermountain Sustainability Summit in March. Our largest events of the year will be a series of "Pop Up! CHaRMs" (collection of hard-to-recycle materials) for Wasatch Front residents, in partnership with SLC Green. 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. In November, we'll host our 7<sup>th</sup> 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
- 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](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 December 12, 2016. Applicants should be available for interviews during the weeks of December 12 and December 19.