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**RECYCLE UTAH EDUCATION & OUTREACH INTERNSHIP**

Recycle Utah, located in the heart of Park City, offers internships throughout the year in the spring (January – May), summer (May – August), and fall (September – December). If you are interested in gaining practical experience in environmental education K-8 and business outreach, this may be an ideal position for you. Additional responsibilities include outreach and marketing, environmental advocacy, and working with customers at our drop-off center. Opportunity exists to create your own project, the beauty of the non-profit industry.

**Recycle Utah is seeking an intern to assist our staff with the following in summer 2021:**

Green Business Program Enhancement

* Assist with **promotion** and maintenance of our **Green Business** program.
* Approach community businesses to join program
* Assist with updating and expanding materials for the program

Recycle Utah Center Customer Service

* Help us operate Recycle Utah’s bustling center (at least 3 hrs/week)
* Be available for customers (approximately 400/day)
* Perform simple manual work with moving recyclables, equipment, etc…

Miscellaneous

* Represent Recycle Utah at outreach events across Summit County
* Teach K-5 students as desired with Education Director
* Write Green Tips for the local paper and assist with miscellaneous research projects

**Requirements:**

1. Knowledge of at least interest in Recycle Utah’s work.
2. Excellent written and verbal communication skills.
3. Friendly and outgoing demeanor.
4. Ability to commit 10 hours/week, with some evenings/weekends. Hours are flexible.

**How to Apply:**

1. **Submit** **a one-page cover letter**, detailing your interest in the internship, and your relevant experience.
2. **Submit your resume**, which should include relevant work and academic experience.
3. **Submit two professional, or academic references.**

Please send application documents to Mary Closser at [mary@recycleutah.org](mailto:mary@recycleutah.org).

All interns are eligible for a final stipend after successful completion of the internship and items outlined and signed in Internship Agreement.