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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 (June – 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 fall 2019:

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
* Offer insight and ideas on how to grow and nurture the program

Recycle Utah Center Customer Service

* Help us operate Recycle Utah’s bustling center (at least 5 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

**Requirements:**

1. Passion for, and knowledge of Recycle Utah’s work.
2. Excellent written and verbal communication skills.
3. Friendly and outgoing demeanor.
4. Ability to commit 10 hours per 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.

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