



RECYCLE UTAH EDUCATION & OUTREACH INTERNSHIP

Title: Sustainable Business and Education

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:

Green Business Program Enhancement

- Assist with **promotion** and maintenance of our **Green Business** program.
- Approach community businesses to join newly enhanced 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...

Education

- 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 8-10 hours/week, with some evenings/weekends. Hours are flexible.

How to Apply:

1. **Submit a one-page cover letter**, detailing your interest and 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.