



Waste Reduction Digital Media Internship

Athens-Clarke County Recycling Division

The Athens-Clarke County Recycling Division is searching for interested candidates for the position of Waste Reduction Digital Media Intern. This individual will work with the Waste Reduction Coordinator and the Commercial Recycling Specialist to develop social media campaigns, educational graphics, videos, and innovative programs to educate businesses, schools, and the community at large about waste reduction, reuse, recycling, and composting.

The Waste Reduction Digital Media Internship position pay is \$15/hr, part-time, no benefits. Candidates must commit to at least 10-15 hours of work per week for the entirety of the semester. Work hours are Monday-Friday 8 AM-5 PM, with some evenings and weekends. Teleworking opportunities are also available.

Our ideal candidate is someone who is enthusiastic, organized, creative, and with a passion for making a difference in the world of waste reduction in Athens, GA. Recycling is a topic that plays into socioeconomics, environmental concerns, and political considerations. We will be looking for a candidate who displays a high degree of impartiality and respect for people of all backgrounds.

Internship Requirements

- Must have a valid driver's license.
- Must be 18 years or older.
- Must be able to work the entirety of the semester with possibility of extension. Regular and predictable attendance is required.
- Must be able to work a minimum of 10 hours per week, not to exceed 15 without prior approval.
- May be required to work some evenings, weekends or on religious holidays.
- Must work cooperatively with others.
- When requirements include vehicle operation, responsible for the safety, readiness and operation of the vehicle and must abide by ACC's safe driving policy.
- Must be comfortable with occasional exposure to noise, inclement weather, heat, unpleasant sights and odors, such as insects, rodents, and decomposing organic material.

Qualifications

- Current college student working towards a degree in marketing or communications with an interest in sustainability.
- Ability to prioritize and complete tasks when there are competing priorities and/or pressure of deadlines.
- Knowledge of social media trends.
- Graphic design or video production experience.
- Experience in a social media, communications, preferred but not required.
- Website SEO and social media content support and evaluation, preferred but not required.

- Strong interpersonal skills; able to work with a variety of people and express ideas clearly.
- Strong oral and written communication skills.
- Proficient in Social Media Platforms, Microsoft 365, Adobe Suite, Canva, and Google Suite.

Essential Duties and Responsibilities

The following duties are normal for this internship. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assist with development and implementation of a social media plan for events and campaigns that align with the mission and messaging of the ACC Recycling Division under the direction of the Waste Reduction Coordinator.
- Create meaningful content for social media pages and advertising opportunities.
- Use audience research and insights to track and improve social media plans.
- Monitor and moderate social media pages.
- Drive visitors and traffic to the Recycling Division's website through the creation of social media content.
- Assists Recycling Division to design, construct, and maintain educational displays, games, promotional items and exhibits to promote waste reduction and the Solid Waste Department.
- Design, write, and edit engaging content for the quarterly newsletter.
- Assist in reviewing and updating webpages to ensure that content stays current.
- Record video or photographs at ACC Solid Waste events, as needed.
- Assist with public education and outreach efforts related to the Solid Waste Department Waste Reduction Programs and research special promotional campaigns.
- Conduct presentations for community groups and other focused groups.
- Assist with tours of solid waste facilities (recycling, composting and landfill facilities).
- Provides information and other customer services to students, residents, and businesses; addresses, solves, or forwards resident inquiries and complaints to appropriate personnel.
- Exercises functional supervision over Great Promise Partnership student and volunteers as directed.
- Attends division and department meetings to project, plan, design, assess funding, and schedule projects.