



Zero Waste Internship

Athens-Clarke County Recycling Division

The Athens-Clarke County Recycling Division is searching for interested candidates for the position of Zero Waste Intern. This individual will work with the Waste Reduction Coordinator and the Commercial Recycling Specialist on a variety of projects and tasks including developing compost promotion strategies to increase customers, participants, and buyers; recycling and waste reduction education and evaluation of compliance with the commercial recycling ordinance; event planning including our annual Vulture Festival and coordination; facility tours; organization and maintenance of commercial recycling supplies and materials, and the creation of innovative programs to educate businesses and the community at large about waste reduction and recycling.

The Zero Waste 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 the environmental field or earning the Sustainability Certificate.
- Experience in organizing projects, creating organizational plans, meeting deadlines, and managing details.
- Ability to prioritize and complete tasks when there are competing priorities and/or pressure of deadlines.
- Skill in the collection and analysis of qualitative and quantitative data, preferred but not required.
- Ability to compile, organize, prepare and maintain records, reports and information in an effective manner.

- Strong interpersonal skills; able to work with a variety of people and express ideas clearly.
- Strong oral and written communication skills.
- Proficient in Microsoft 365 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.

- Assists Waste Reduction Coordinator with compost vendor communication, promotion and education to retain and acquire new customers.
- Assists Waste Reduction Coordinator with promoting compost sales and soliciting for additional customers.
- Assists Recycling Division with collection bins for special event permit holders and maintains the event bins and event trailers.
- Coordinates and promotes distribution of zero waste kits and provides technical assistance as needed.
- Assists Commercial Recycling Specialist with working with local businesses, non-profits, and churches to educate them regarding the Commercial Recycling Ordinance and assists them with compliance, which includes distributing materials, and tracking compliance.
- Assists with public education and outreach efforts related to the Solid Waste Department waste reduction programs.
- Conducts presentations for community groups and other focused groups.
- Assists 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.
- Performs waste audits for businesses, departments, and others as requested
- Assists with research (focus groups, polls, etc.).
- Performs clerical duties related to position.
- 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.