

## **Impact Earth Internships Fall 2017**

### **Zero Waste Schools Intern:**

We are looking for a self-motivated intern to spearhead our new zero waste cafeteria pilot program in a local school district. We are hiring (1) part time position for 15-25 hours/week or (1) full time position for 25-30 hours/week. Start date would be late August.

Daily tasks would include:

- Overseeing cafeteria pilot every day for first month, then moving to 2-3 days/week
- Work with Impact Earth team to develop the day to day logistics for the pilot
- Work with school district staff to collect data, organize data, and analyze data from pilot
- Prepare zero waste cafeteria reports for the district on a monthly basis
- Prepare and implement training materials for teachers, staff, and students
- Attend all meetings with school district
- Constantly figure out ways to improve the pilot, especially for expansion
- Create/Design/Write materials (marketing, training, informative, social media) for the pilot for within the school, for parents, and for staff

Other tasks would include:

- Attend and help coordinate zero waste events on school district grounds
- Work with Impact Earth team to plan and prepare for cafeteria pilot expansion
- Go in and speak to environmental clubs and committees in the district (students and staff)

### **Zero Waste Events Intern:**

We are looking for a self-motivated intern to work with the Impact Earth events team booking events, planning event logistics, attending events, and helping to collect event metrics. This position will require travel (in NYS and in surrounding states for weekend events) and needs to be based in Rochester. We are hiring (1) part time person for this position, that will work between 15-25 hours/week depending on how busy the event season is. Start date is late August.

Daily tasks would include:

- Planning and coordinating event logistics
- Manage client relations with event planners, caterers, restaurants, school staff..
- Work with communications team to develop social media marketing for events
- Work with Zero Waste Schools team to coordinate district special events
- Attend event coordination meetings when needed
- Work with the communications team to prepare Zero Waste Reports for special events
- Staff events, recruit and coordinate volunteers/staff for events
- Collect and analyze waste data from events

**Zero Waste Communications/Design Intern:**

We are looking for a self-motivated intern to work with our Director of Sustainability and Communications on all marketing and media campaigns. We are hiring (2) part time interns for this position, can be located in Rochester or remotely. Start date is mid-August.

Daily tasks would include:

- Planning and implementing social media campaigns
- Work with Impact Earth team to develop communications materials for ongoing and new initiatives/projects/events
- Collect, monitor, and analyze communications data and prepare monthly communications reports for campaigns
- Work with Zero Waste Schools team to develop marketing and communications materials for program
- Attend communications meetings when needed
- Prepare Zero Waste Reports for all consulting projects, special events, and other contracts

Skills Required:

- Adobe Suite (InDesign, Illustrator)
- Social Media experience (Facebook, Twitter, Instagram)
- Good writing skills, specifically in a public communications setting