



ecomaine Communications & Outreach Internship (Paid)

ecomaine is currently seeking a **Communications & Outreach Intern** for a paid, part-time internship between May and the end of September 2019. The ideal candidate has strong communication skills and is passionate about recycling and waste-reduction. This intern will be able to effectively collect and analyze information and distill it into useful written, web and public outreach programs and content. The Communications & Outreach Intern will work collaboratively with the Communications, Education & Outreach, and other staff under the direct supervision of the Communications Manager.

Duties include:

- Collect and consolidate knowledge about how to recycle or dispose of waste in the most sustainable way possible in our geographic footprint
- Collect and consolidate data about waste and recycling to improve upon recycling statistics on our website and to maintain our community comparison database
- Support the design and development of user-friendly, web-based tools that help consumers make better choices about recycling
- Represent ecomaine at community outreach events and as a tour guide, as needed (including weekends)
- Assist in the marketing, communications, and customer service efforts of Maine's leader in sustainable waste management.

Requirements:

- Keen interest and aptitude to become expert in responsible disposal of waste and recyclables
- Ability to engage other professionals and the general public to gain or relay information about ecomaine's mission and practices
- Demonstrated ability to translate complex ideas into user-friendly communication or education materials

Qualifications:

- Enrollment in an environmental studies, communications, business, or web-related bachelor's degree program, or equivalent experience in related working environment
- Working knowledge of Microsoft Office suite, web-based content management systems, and social media
- Must have strong people skills, be courteous, articulate, and outgoing
- Candidate must be available to work Monday through Friday and at least two weekend days per month, and the ability to drive for ecomaine business, either in his/her own car, or in ecomaine's company vehicle.
- **Only those that send cover letter and resume will be reviewed.** Please send to grondin@ecomaine.org. No phone calls, please.

ecomaine is an equal opportunity employer.