



ecomaine Communications & Outreach Internship (Paid)

ecomaine is currently seeking a **Communications & Outreach Intern** for a four- to six-month paid internship from May/June through September 2020. This is a 16-24-week internship with flexible hours to accommodate appropriately qualified candidates. The ideal candidate is a recent graduate or current student who is a well-organized, technically savvy specialist in communications, education & outreach, business, public policy or sustainability, who has genuine interest and concern in recycling and waste-reduction. This intern will be able to effectively collect and analyze information and distill it into useful communications strategies and content. The Communications & Outreach Intern will work collaboratively with the Communications and Education & Outreach staff under the direct supervision of the Communications Manager.

Duties include:

- Collect and distribute knowledge about how and where to recycle and dispose of trash properly
- Collect and consolidate data about waste and recycling tonnage trends to update statistics on our website
- Support the maintenance and updates of our RECYCLOPEDIA database to help consumers make better choices about recycling & waste management
- Represent ecomaine at community events and as a tour guide, as needed
- Assist in the evolution of ecomaine's use of social media and web analytics tools

Requirements:

- Keen interest and aptitude to become expert in how to sustainably dispose of recycling/waste
- Ability to engage other professionals and the general public to gain or relay information
- Demonstrated ability to translate complex ideas into user-friendly communication or education materials
- Experience using the web and social media applications

Qualifications:

- Enrollment in an environmental studies, communications, or web-related bachelor's degree program, or equivalent experience in related working environment
- Working knowledge of Microsoft Word, Excel, web-based content management systems and social media
- Must be outgoing with strong people skills, and be courteous and articulate
- Candidate must be available to work Monday through Friday and occasionally on weekends, and must be able to operate ecomaine company cars
- **Only those that send cover letter and resume will be reviewed.** Please send to grondin@ecomaine.org by Friday, May 1. No phone calls, please.

ecomaine is an equal opportunity employer.