



Indiana Sustainable Development Program

About the Indiana Recycling Coalition

The mission of the Indiana Recycling Coalition is to support waste reduction, reuse, composting, and recycling activities and policies and programs that advance sustainable materials management in Indiana. The goal of this support is to conserve our natural resources, reduce energy use, encourage environmental responsibility and create green jobs through recycling. The Indiana Recycling Coalition is a not-for-profit, 501 (c)(3) corporation representing concerned citizens, state and local government officials, business, industry and environmental groups since December of 1989.

Job Description

This position can be tailored to a candidate's unique passions in terms of time spent on specific projects. The Indiana Recycling Coalition (IRC) requests assistance with policy research and data compilation, online recycling resource management, Lend-a-Bin public space recycling program expansion, and annual Conference planning. Intern may provide additional assistance as desired with gala planning, marketing and nonprofit development.

Responsibilities Include

- Policy Research – on solid waste management policies in Indiana - including but not limited to compilation of solid waste management fees, tipping fees, and recycling subscription rates for Indiana counties and cities; creation of online infographic/map depicting findings
- Online Resource Management – updating IRC's online recycling locator, [RecycleSearch](#), via outreach to 2000 current and potential Indiana listings
- Lend-a-Bin – assistance with IRC's public space recycling and composting bin rental program
- Annual Conference – assistance with coordination of speakers, moderators, RecycleMania award winners, and volunteers
- Indiana Food Scrap Initiative – option to assist with planning for IRC's food recovery initiative
- Event Planning - option to assist with event planning aspects of IRC's [fundraising gala, REVENT](#), including silent auction acquisition, new entertainment elements, etc.
- Nonprofit Development/Marketing – option to assist with IRC's marketing initiatives and nonprofit development goals

Training

All job training will be provided by IRC Program Coordinator and Director of Administration. Specific project management tasks and descriptions provided upon hiring. Intern will receive ongoing support from IRC staff and is encouraged to ask questions and take initiative where appropriate.

Benefits

- Freedom to tailor position towards what you're most passionate and energized about
- Attend IRC's annual 2-day waste reduction conference and gain valuable industry insights
- Publish your final research findings on IRC website and share with our network via e-blasts, newsletters, and social media channels
- Gain significant project management & nonprofit work experience, develop event planning skills, etc.



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- Learn how to use common nonprofit platforms such as WordPress, Re-Trac Connect, Constant Contact, Memberclicks, etc.
- Expand professional network within the nonprofit and sustainability community
- Enhance understanding about environmental issues facing local communities
- Flexible schedule and friendly workplace

Qualifications

- Strong verbal & written communication skills
- Willing to commute to our office in downtown Indianapolis
- Knowledge of basic computer programs such as MS Office suite & Google Suite
- Support of and interest in IRC's waste reduction mission
- Ability to work independently, take initiative, multi-task and stay goal-oriented

Hours & Compensation

Candidate will work full time (35-40hrs) for 10 weeks from late May to August. Exact start dates are negotiable. Some weekend work may be requested and candidate must be available to work during our Conference **6/11-6/13**. Interns will be required to attend an ISDP bootcamp on the IU Bloomington campus from May 14-18. Compensation will be in the form of a stipend through the Indiana Sustainability Development Program.

Questions? Contact us!

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Program Coordinator – Emily Jackson – emily@indianarecycling.org