2020 Summer Internship

Environmental Education and Community Outreach

Marshall County Recycle Depot
1900 Walter Glaub Drive
Plymouth, IN 46563
Phone: 574-935-8618
Email: mpeters@myrecycledepot.org
Web: www.myrecycledepot.org

What We Do

The Marshall County Solid Waste Management District provides household hazardous waste disposal, environmental education, and recycling opportunities for Marshall County residents and businesses. We are located in Plymouth, Indiana. The Depot has three full-time staff and one part-time staff person. Marianne Peters, Director, will be your immediate supervisor. Please visit our website for more information about our agency at www.myrecycledepot.org

What You’ll Do

Environmental Education (50%)

- Develop lesson plans on waste reduction, recycling, and household hazardous waste for elementary school children
- Staff promotional and educational outreach tables at Farmers Markets in Marshall County throughout the summer and the booth at the Marshall County 4-H Fair in July
- Assist director in setting up a new compost demonstration area and curate educational materials on composting for kids and adults

Marketing and Communications (30%)

- Develop and implement a marketing strategy for summer events using print, web, and social media
- Develop an evergreen, year-round series of environmental educational posts for various social media platforms and schedule them for publishing
**Demographic Research**: (20%) Assist with a county-wide survey to determine environmental education needs and opportunities to be incorporated into the District’s strategic plan.

**Compensation and Hours**

Compensation will be in the form of a scholarship through the Indiana Sustainability Development Program. The intern will work full time for 10-12 weeks from June – August 2020 (dates flexible). Students will work 35 hours a week, Monday through Friday, with occasional Saturday shifts.

**Requirements**

- Must be currently enrolled in environmental studies, sustainability studies, education, public administration, or similar field related to the work
- Must have a valid Indiana driver's license

**What You Will Need to Be Successful**

- Curiosity and a passion for learning
- Some knowledge of the recycling industry
- Basic computer efficiency, including familiarity with Microsoft Office products (or Apple equivalents); experience with graphic design is a plus
- Exceptional communication skills, both verbal and written
- Willingness to be flexible and work with both kids and adults

**What You’ll Receive from Spending Your Summer at the Depot**

- Practice being a professional communicator working in a government agency, and stretching your skills in meeting deadlines, managing multiple projects, thinking strategically about mission-driven goals, and serving customers from many backgrounds
- Firsthand knowledge of the recycling industry.
- Understanding of environmental sustainability in the “real world”
- Recognition for your contributions to our agency and impact on our county
- Interaction with a small staff of professionals who will support you as you learn about our work

**Working Conditions**

You will perform most of your duties in an office, but you will also work in the Depot or visit off-site, which may require special protective equipment, which will be provided.
You will also occasionally work outside during the summer, which will require sun protection and heat protection, as well as appropriate clothing, depending on the activity. The dress code is business casual in the office.

The District is an equal opportunity employer, and selection of this position shall be made without regard to age, military status, sex, race, color, national origin, sexual preference, disability/handicap, or any other legally protected class or status in full compliance with all applicable federal, state, and local laws.

**Application Instructions**

To apply for this position, complete an application on the Sustain IU website. If you have questions about the program or any of the jobs available, email Danni Schaus, ISDP Program Manager, at danmcphe@iu.edu. The application deadline is Friday, Feb. 28, 2020.