WPGB Sustainable Event Intern

Responsibilities

City of Eugene Waste Prevention & Green Building Program Internship
Sustainable Event Internship – Scope of Work
April 15, 2016 – August 15, 2016

Organization Information
Waste Prevention & Green Building Program, Planning and Development Department, City of Eugene
99 West 10th Avenue
Eugene, OR 97401
www.eugenerycles.org

Contact Information
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Description of Organization
The goal of the City of Eugene’s Waste Prevention and Green Building program is to make waste prevention and green building practices the norm in our community. Our program, housed in the Planning Department, assists businesses, schools, and community groups that are working toward zero waste. The program provides education and technical assistance to community partners interested in compost and recycling efforts, and supports sustainable events in the community.

Pay
$12/hour

Hours
+/- 20 hours/week; including evenings and weekends

Internship Description & Scope of Work
This internship provides support to the waste prevention and green building staff with duties related to sustainability and zero waste events.

Responsibilities and work projects include:

- Participation in planning and execution of the We Can! campaign, outreach booth, and sustainability activations at the 2016 Olympic Track and Field Trials.
- Special event assistance and support of coordination of additional community events, specifically outreach and activations at sustainable sports events.
- Will be responsible for event activity area set-up and clean-up; includes lifting up to 50 pounds.
- Attends orientation meetings; participates in in-service training and staff meetings as requested.
• Interacts with and develops good public relations with staff and the public; assist in distributing promotional materials and marketing; responds to written and verbal questions regarding activities.
• Ability to engage in social media and assist with photography and videography. Responsibilities include regular tweeting and generating other social media content.
• Creation and implementation of digital tools as directed.
• Research as needed.
• Other tasks as assigned.
• Actively support diversity in the workplace.

This position provides an opportunity to work in a professional team environment and work in the public sector, learn about high profile local projects, and implement sustainability initiatives at the local level.