

Public Relations and Outreach Intern

Central Vermont Solid Waste Management District (CVSWMD)

About Us: CVSWMD is a union municipality chartered by the State of Vermont. We lead seventeen member towns to reduce waste through composting, recycling and other means. CVSWMD was the first group of municipalities to develop a Zero Waste Solid Waste Implementation Plan and developed an award winning School Composting Program (now part of our School Zero Waste Program). Our Business Composting Program is an integral part of Central VT's agricultural sustainability efforts.

Additional information can be found on our website at www.cvswmd.org.

Location: Montpelier Vermont; position will include some travel within the Vermont counties of Washington, Orange and Caledonia. Valid driver's license and good driving record required.

Work Environment: Work will be performed in a small office setting using computer, phone, typical office supplies; work will also be performed in the field, visiting town offices, schools, area businesses, etc. Background check will be required if working in schools.

Time: Full or Part-Time (negotiable). Year-round.

Description: This internship will provide a unique opportunity to promote the Zero Waste philosophy through the programs and services of CVSWMD, while building relationships and creating connections with member towns and the general public. The intern will support the Public Relations & Outreach Coordinator in: developing and implementing outreach activities; providing regular outreach to member towns and at events; creating and administering surveys; providing input into public relations strategy and earned media activities; developing partnerships with other entities in the region who share similar goals. Through outreach activities, the intern will learn about and inform supervisor about needs of towns, residents, and businesses in the district and assist in developing and delivering a response to those needs. This internship entails significant interaction with the general public.

Responsibilities:

- Develop and maintain a calendar of potential outreach events (ecological and environmental) in the district.
- Assist PRO Coordinator with writing articles and op-eds for local media outlets.
- Work with staff to develop and maintain materials for events, including promotional materials related to the CVSWMD's waste reduction and diversion programs.
- Assist PRO Coordinator with development and release of quarterly newsletter.
- Staff CVSWMD table at events throughout the CVSWMD. This may occasionally require some evening or weekend work and updating of materials for outreach.
- Develop and administer survey(s) to assist CVSWMD in determining public knowledge of organization, programs and services.
- Assist with direct mailings to residents and businesses in district.

- Refer residents to relevant staff for specific questions or networking opportunities.
- Conduct outreach at CVSWMD hazardous waste collections, special collections, and other events.
- Other related tasks may be assigned by PRO Coordinator.

Required qualifications:

- Excellent interpersonal communications skills and outgoing nature.
- A strong interest in environmental issues and waste management (reduce/reuse/recycle)
- Excellent writing skills (samples will be required)
- Competency with the Microsoft Office suite, including Excel, Word, Outlook
- Excellent organizational skills
- Ability to exercise sound judgment and positive communication skills
- Driver's license

Desireable qualifications:

- Knowledge of evaluation and survey instruments (online and other)
- Experience with online newsletter tools
- Experience with graphic design & marketing strategy (InDesign, Photoshop)

Travel: A personal vehicle is not required, however if a personal vehicle is used for District activities, travel will be reimbursed at the current federal mileage rate.

How to Apply:

Electronically:

Send cover letter, resume and 3 references to Marian Miller, Public Relations & Outreach Coordinator, marianm@cvswmd.org

Or mail same to:

CVSWMD, 137 Barre Street, Montpelier, VT 05602