



CITY OF SEATTLE

Waste Reduction & Food Systems Intern

SALARY:	\$15.73 - \$19.28 Hourly
LOCATION:	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE:	College Intern
SHIFT:	Day
DEPARTMENT:	Seattle Public Utilities
BARGAINING UNIT:	Not represented
CLOSING DATE	04/19/16 04:00 PM Pacific Time

POSITION DESCRIPTION:

Please read this posting in its entirety for information and application instructions.

Seattle Public Utilities (SPU) Customer Programs Division is seeking **either** an undergraduate **or** graduate intern to gain experience in community engagement programs within the Resource Conservation Section. This Section provides a wide range of conservation services to Seattle residents, businesses and community groups across SPU's Solid Waste, Drinking Water, and Drainage and Wastewater utility lines of business. The selected intern will gain experience supporting education and community engagement programs focused on waste reduction, potentially including the following programs:

- **Residential food waste prevention:** Help residents reduce the amount of edible food they throw away. Primary audiences include young adults, households with children, African American communities, and immigrant and refugee communities.
- **Commercial food waste prevention and recovery:** Help food service businesses reduce the amount of edible food they throw away through food waste prevention strategies and donations. Support food banks and meal programs so they can accept more food donations.
- **Commercial food waste composting:** Help food service businesses establish successful food waste collection programs for composting. Primary audience includes immigrant and refugee-owned restaurants and grocery stores.
- **Textile waste prevention, reuse and recycling:** Help educate to shift residential customer behavior toward waste prevention, reuse and recycling of clothes and other textiles.
- **Product Stewardship:** Coordinate with product manufacturers, retailers, businesses, government agencies, and other stakeholders to develop and implement policies that minimize the health and environmental impacts of a product and it's packaging throughout the lifecycle stages.

Learning objectives include but are not limited to:

- Gain a good understanding of issues involved in program management and public outreach
- Learn how to work in teams and adapt in a professional atmosphere
- Gain experience working with diverse communities
- Develop community engagement and outreach skills
- Learn about waste reduction solutions and food systems
- Learn how municipal governments operate and how the public can engage with local government
- Learn about Seattle's Race and Social Justice Initiative, and how it impacts various programs throughout the City

Pay Rates:

Undergraduate - \$15.73/hour

Graduate - \$19.28/hour

JOB RESPONSIBILITIES:

The intern will work with professionals to:

- Provide logistical support for workshops, trainings and events
- Research and build relationships with potential partners, including community organizations and other agencies
- Educate businesses, residents, and partner organizations about SPU's waste reduction programs through community events, presentations, trainings, and site visits
- Assist in developing outreach materials to bridge cultural gaps
- Update website content
- Manage material and supply inventories
- Manage data entry and prepare reports to track project outcomes

NOTE: This internship will include occasional weekend and evening work.

QUALIFICATIONS:

Education: Applicants must be currently enrolled as a **junior or senior undergraduate** student, or a **graduate level student** pursuing a degree in Environmental Studies, Sustainability, Agriculture and Food Systems, Community Stewardship, Communications, Public Policy and Administration, Education, Cultural Studies, Race and Ethnic Studies, Anthropology, Social Welfare, Sociology, or other closely related field.

Undergraduate students must be **currently** enrolled full-time for at least 12 credit hours, or the school's full-time equivalent if different, for the duration of the internship. Must maintain at least a 2.0 GPA.

Graduate students must be **currently** enrolled full-time for at least 9 credit hours, or the school's full-time equivalent if different, for the duration of the internship. Must maintain at least a 3.0 GPA.

Exception: Students are not required to be enrolled during the summer sessions, but must provide documentation of continued Fall enrollment at the end of Spring quarter.

Required Experience/Ability:

- Demonstrated ability to work independently
- Ability to keep projects on track and meet deadlines
- Strong written and verbal communication skills
- Ability to provide excellent customer service and communicate in friendly manner when engaging with the community
- Demonstrated ability to work with diverse individuals and community groups
- Highly skilled in computer software such as Word and Excel, and the ability to learn how to work with tracking databases
- Willingness to work evenings and weekends

Licensing: A valid Washington State driver's license is required for this internship as operating a City vehicle is required. The final selected applicant will be **required to provide a complete driver record as a condition of employment.**

ADDITIONAL INFORMATION:

Desired Experience/Ability:

- A demonstrated interest in waste reduction and/or food systems
- Experience engaging with African American and immigrant and refugee communities
- Bi-lingual or multi-lingual
- Experience planning events, workshops and/or trainings
- Public speaking experience
- Experience developing educational materials for diverse audiences

Hours: During school sessions, work hours will be scheduled to complement class schedules (18-20 hours per week). The internship opportunity may permit up to 40 hours per week during breaks and summer months. Work is normally between the hours of 8:00 AM and 5:00 PM, Monday - Friday.

How to Apply: In addition to the on-line application:

- **Upload your current college/university unofficial transcript.** This should include a list of completed courses, current course load, grades for each of the completed courses as well as cumulative GPA. **An official transcript will be required at time of hire.**
- Attach your cover letter indicating your interest in this internship
- Attach your resume

Selected applicants invited to interview will be requested to provide at least 2 references at time of interview.

Incomplete applications may not be considered.

Questions about the application?

Contact Linda Rogers at linda.rogers@seattle.gov or 206/233-7221

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2016-00472

<http://www.seattle.gov/jobs>
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:

Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104
206-684-8088
Careers@seattle.gov

The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.

Waste Reduction & Food Systems Intern Supplemental Questionnaire

* 1. Are you currently enrolled full-time pursuing a degree in Environmental Studies, Sustainability, Agriculture and Food Systems, Community Stewardship, Communications, Public Policy and Administration, Education, Cultural Studies, Race and Ethnic Studies, Anthropology, Social Welfare, Sociology, or other closely related field?

☐ Yes ☐ No

* 2. What is your current year standing in school?

- ☐ Freshman or Sophomore
☐ Junior
☐ Senior
☐ Graduate (Masters or PhD)

* 3. What is your anticipated graduation date?

- ☐ Spring 2016 (June)
☐ Summer 2016 (August)
☐ Autumn 2016 (December)
☐ Winter 2017 (March)
☐ Spring 2017 (June)
☐ Summer 2017 (August)
☐ Autumn 2017 (December)

☐ Later than Autumn 2017

* 4. Have you attached your cover letter, indicating why you are interested in this internship; resume, and **unofficial transcript? (These are required to evaluate internship eligibility.)**

* Required Question