Zero Waste Events Lead Intern
Position Description

Overview
This position serves as a support role for the Zero Waste Program Manager in the Office of Sustainability (OoS). Primary duties include collaboration and communication with organizations, both on and off campus, to advertise, coordinate, and carry out Zero Waste Events.

Duties
The duties below may be amended as needed. The Zero Waste Events Lead Intern will:

- Coordinate with other on-campus event planners to promote and assist in carrying out zero waste events. These events include, but are not limited to:
  - Halsey Art Receptions
  - SustainFest
  - A Charleston Affair
  - Move Out
- Recruit, coordinate, and educate up to 20 volunteers for events as needed
- Log and maintain records of Zero Waste Program Events
- Collaborate with the OoS Media and Zero Waste Program Managers to create and update guide books that educate Students, Faculty, and Staff on how to create and host successful zero waste events
- Assist in other Zero Waste initiatives, such as Specialty Recycling, TerraCycle, and the ResLife Recycling Programs
- Meet regularly with the Zero Waste Program Manager to assist in determining the appropriate direction of the Zero Waste Program

The Zero Waste Events Lead Intern will receive training in the disposal systems on and off campus and gain a thorough knowledge of zero waste operations and event planning. Knowledge of proper disposal for many different materials will be essential for success in this position. This intern must exercise independent and responsible decision-making, work collaboratively with fellow interns, and effectively communicate with other departments and organizations. They must also possess the ability and willingness to lift and move at least 30 lbs, work some weekends and nights, and obtain College of Charleston golf cart certification. This position may oversee and mentor other interns.

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In addition to the specific duties mentioned above, the Zero Waste Events Lead Intern will be required to complete the following* as part of the core Office of Sustainability Internship Program:

- Attend weekly meetings and mandatory Office events and trainings, including Orientation
- Maintain a project journal
- Set Internship goals, produce a project timeline, and complete an Internship Checklist to monitor progress
- Meet with Staff Advisor on a semimonthly basis (2x/month)
- Submit weekly updates to Staff Advisor
- Complete one self-assessment
- Respond to the Internship Program Exit Survey

*Note: The time spent completing the above counts toward the Program’s hour requirements.

This position requires a minimum commitment of 1 semester and 15 hours per week during the academic year. Contract extensions are contingent upon performance evaluations and student interest. They will report to the Zero Waste Program Manager and the Intern & Student Coordinator.