

Perennial Internship Program – Summer 2025

Internship Position Description

Internship Title: Materials Management Outreach

Internship Site: VT DEC Solid Waste Program (Virtual/National Life, Montpelier)

Description: This internship will focus on materials management outreach in Vermont, including waste reduction, composting, and recycling.

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- Create a variety of accessible written or visual outreach pieces (e.g. infographics, social media posts, testimonials, blog articles, etc.) that aim to educate and motivate action around reducing waste,

stakeholders, including the public, residents, businesses, and municipal staff

- Strong verbal communication skills, including the ability to prioritize key messages
- Strong writing and editing skills, especially writing for a general audience (concise, engaging, clear)
- Interest in waste reduction and willingness to document and share their experiences
- Familiarity with recycling, composting, reducing waste, or other materials management topics
- Interest in thinking about diversity, equity, and inclusion in their work
- Ability to work independently
- Organizational skills. Ability to manage multiple projects at once.
- Critical thinking skills
- Possess a valid driver's license and clean driving record. (Intern will likely use state vehicles to drive to outreach events.)
- Able to work remotely, on a provided computer, for much of the internship

Supervision: Sarah Hobson, Environmental Analyst, Solid Waste Program

Start and End Dates: (Mid-May to Mid-August 2025 – exact start/end dates are negotiable)

Total Hours: 20 hours/week, 12 weeks

Compensation: \$18/hour

How to apply:

1. Click the following link to view the Rubenstein Perennial Internship Descriptions in Handshake:

<https://uvm.joinhandshake.com/employers/226837>

- If asked to log in: click “UVM Net ID Login” & login.
- Click the Favorite button to enable easier searches in the future.

2. Click “View All Jobs” in Jobs at Rubenstein Perennial Internship Program box on right side of page.

7. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:

- Get your resume and cover letter reviewed by a Career Counselor at the Career Center. You can check the Career Center's drop-in hours [here](#). The Career Center also offers a guide on building your resume available [here](#).
- Set up an appointment with one of Rubenstein's Career Coaches - [Emily LeForce](#) or [Cathy Shiga-Gattullo](#) - or with PIP Coordinator, [Sarah Mell](#). Sarah Mell will also be available on Wednesdays from 1pm-3pm for PIP Drop-ins! Just swing by Aiken 220 to connect!

8. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during late February to early March.