



City of Phoenix

Employment Opportunity Zero Waste Internship

ABOUT THIS POSITION

The Zero Waste Intern position is part of Phoenix's Zero Waste team. The Zero Waste team works with residents, businesses, institutions, and city agencies to educate and promote source reduction, reuse, recycling, and composting to reduce the amount of material that is landfilled by finding alternative diversion solutions to our evolving waste stream. The team strives to educate 20,000 residents through face-to-face interaction, both in person and virtually. The position will report to a Zero Waste Analyst and perform professional-level work in areas of waste prevention, recycling education, and project oversight.

The primary responsibilities that will be performed by the Zero Waste Intern include: solid waste education, assisting with Material Recovery Facility (MRF) tours, inventory work, logging information received from telephone and email correspondences, scheduling meetings, handling inquiries from residents, shadowing public events and presentations, co-hosting a booth at community events, assisting with waste sorts, providing zero waste knowledge, social media development, assisting in pilot program roll outs and researching advanced solutions to serve our residents better and meet the department's strategic goals. Other duties may be assigned.

RECRUITMENT DATES

Recruitment opens on Friday, May 17, 2024. Recruitment closes on Friday, June 14, 2024. The first review of applications will occur the week of Monday, June 17, 2024.

JOB REQUIREMENTS

- Must be a senior in high school or college student of any level
- Ability to work up to 15 hours in a workweek to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required
- Ability to lift 50lbs or heavier
- Working in the field at city facilities, including the transfer stations, landfill, or materials recovery facility
- Have a basic understanding of social media platforms, trends, and operations

PREFERRED QUALIFICATIONS – The job requirements listed above, plus:

- If in college, the degree must have a sustainability-related focus
- Experience in customer service or community service
- Ability to multi-task, prioritize, and manage time effectively
- Maintain a positive, empathetic, and professional attitude toward customers
- Excellent written and verbal communication, public speaking, and presentation skills



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- Experience in community outreach and engagement programs
- Ability to work independently and in a team
- Experience working with the Microsoft Suite
- Experience creating marketing fliers, brochures, posters, social media content, etc.
- Fluency in Spanish (preferred)

HOW TO APPLY

Apply for the internship by emailing the **completed application form, resume (no more than four pages) and an optional cover letter** to zerowaste@phoenix.gov. The results of the resume screening process will be sent to your primary email address.

WHAT YOU NEED TO KNOW

- All finalists for positions are subject to a criminal background check applicable to the department or position.
- [Link to All City of Phoenix Employment Opportunities](#)
- If you need assistance applying for this job, please contact our Zero Waste Team at zerowaste@phoenix.gov

City of Phoenix interns commit to Work Smart, Be Kind, Spend Wisely.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.