

Position:

Zero Waste Program Summer Intern (Up to 40 hours a week – on site). This is a minimum wage paid position.

Job Description:

The Zero Waste Intern for the Office of Sustainability will be a key member of our team and will assist with operational, communication, and outreach efforts in support of our campus zero waste program.

Responsibilities:

The Intern will work under the supervision and mentorship of the campus Sustainability Coordinator, Sustainability Program Specialist and Sustainability Manager to perform the following tasks:

- Assist in implementing and facilitating the Zero Waste program, including conducting building surveys, helping to install new bin systems, and helping to educate employees and students about the program
- Assist with collection and organization of data for various sustainability projects and reports
- Participate in regular meetings with the Sustainability Office staff, other campus departments, community leaders, and campus sustainability stakeholders
- Assist in communication & outreach as needed to spread awareness of campus sustainability efforts
- Assist with other duties as needed

Required Qualifications:

- Interest in sustainability
- Graduate or undergraduate student from any major with at least 1 semester remaining until graduation
- Strong organizational, multitasking, and time management skills
- Professional demeanor and positive attitude
- Physically able to lift up to 30 pounds and stand/walk for extended periods

Preferred Qualifications:

- Strong computer proficiency and familiarity with other office equipment (i.e. printers, copiers, scanners)
- Proficiency with MS Word, Excel, PowerPoint
- Minimum GPA of 2.5

How to apply: Submit a resume and one-page cover letter to sustainability@csulb.edu. The cover letter should highlight your strengths and your interest in the position and describe what you hope to gain from the experience. Please include your GPA and hours of availability in your cover letter.

Interviews & Start Date:

Accepting applications until position is filled, please submit ASAP. Interviews will be scheduled on a rolling basis until position is filled. Tentative start date of May 30th, 2022.