Zero Waste Events Lead Intern
Position Description

Overview
This position serves as a support role for the Climate Manager & Zero Waste Coordinator in the Office of Sustainability (OoS). Primary duties include collaboration and communication with organizations (both on and off campus) to advertise, coordinate, and execute zero waste events.

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

- Coordinate with other on-campus event planners, including CofC Catering and Institutional Events, to promote and assist in carrying out zero waste events. These events include, but are not limited to:
  - Halsey Institute of Contemporary Art receptions (throughout the year)
  - Campus Move-Out (April)
  - A Charleston Affair (May)
  - City of Charleston’s Operation Move-out (July)
  - Convocation (August)
  - SustainFest (August)
  - Back-to-School Picnic (August)
  - Faculty & Staff Holiday Party (December)
- Recruit, coordinate, and educate up to 20 volunteers for events as needed
- Log and maintain records of Zero Waste Program events, including waste diversion and challenges encountered
- Collaborate with the OoS Media Team and the rest of the Sustainability Staff 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 Sustainability Leadership Team 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.
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
- Enroll in the Sustainability Scholars Program
  - Complete pre- and post-sustainability literacy assessments
  - Volunteer for events outside assigned project/program (total of at least 4 hours)
  - Attend 1 workshop / semester
  - Participate in 1 OoS-sponsored field trip / semester
  - Attend mandatory Safe Zone Training
  - Attend 2 Office-sponsored events/semester (in addition to your core project/program)
  - Attend 1 professional development opportunity / semester
- Meet with Staff Advisor on a semi-monthly basis (2x/month)
  - Maintain a project journal
  - Set Internship goals and complete an Internship Checklist to monitor progress
  - Complete one self-assessment
  - Submit weekly updates to Staff Advisor
- Submit timesheets on a semimonthly basis
- Complete housekeeping duties on a bi-weekly basis
- Respond promptly to Office-related communications (within 48-hr window)
- 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 Climate Manager & Zero Waste Coordinator and the Associate Director & Internship Coordinator.