

City of Reading: Outreach Internship

POSITION:	Outreach Intern	POSTING DATE:	November 1, 2019
DEPARTMENT:	Public Works/Sustainability & Solid Waste	TERM:	Spring 2020
SCHEDULE:	Mon-Fri 7:00-3:30; some evenings/weekends	PAY:	\$10.00/hr Up to 20 hr/week

Qualified, interested candidates must **submit a current resume, cover letter, and transcript** to the Sustainability & Solid Waste Manager at Kevin.Lugo@ReadingPA.gov

The purpose of this internship is to give students an opportunity to gain real-world experience and develop their skills, contribute to the local community, and expose them to the important work of local government. The City hopes this internship will inspire students to become leaders in the community and even consider public service in the future.

Position Summary:

The outreach and education intern will support the Department's efforts to develop, implement, and evaluate education and outreach projects throughout the City of Reading. Working primarily with the Sustainability and Solid Waste Manager and Education and Outreach Coordinator, the intern will:

Design and implement environmental lessons

- Research and develop new lesson plans and activities for both youth and adult audiences
- Teach, or assist with teaching, groups in and out of the classroom

Community Outreach

- Represent the City at public events and community celebrations
- Educate the public on recycling, waste reduction, and sustainability
- Create messaging and collateral for social media, print media, website, quarterly newsletter, etc.

Additional duties may be assigned by the supervisors. Preference will be given to candidates who have morning and/or evening availability.

MINIMUM QUALIFICATIONS:

- Current student or recent graduate of an accredited higher education institution studying education, public relations, environmental studies, sustainability, or a related field
- Strong interpersonal and organizational skills, strong work ethic, and positive outlook
- Ability to work and manage time independently with minimal supervision
- Comfortable working with diverse audiences

PREFERRED QUALIFICATIONS:

- Bilingual in English and Spanish highly desirable
- Experience developing engaging lesson plans and educating youth
- Understanding of basic marketing principles and ability to craft a creative messages
- Familiarity with Facebook, Mailchimp, and basic graphic design
- Familiarity with solid waste, recycling, zero waste, and waste diversion issues and practices; general knowledge of sustainability is helpful (energy, air, water, etc.)