



Title: Green Events Planning Intern

Description: The mission of the Indiana Recycling Coalition (IRC) is to support waste reduction, reuse, composting and recycling activities in Indiana. Your job will be to assist the IRC with green event planning from March to November 2018. Your primary task will be the management of silent auctions at the June Conference and November Gala. This will include several rounds of communication with donors, acquiring auction items, sending thank you letters, etc... You will also assist with other elements of the conference and gala as needed. Lastly, you will help manage public space recycling at the 500 Festival in May and educate attendees at Earth Day Indiana Festival in April.

Responsibilities Include

- Assist with conference planning and management (20%)
- Assist with acquisition of silent auction items for fall gala (50%)
- Assist with management of recyclables at public space recycling events (20%)
- Serve as community recycling liaison (10%)

Training

The Green Events Intern will be encouraged to take initiative to complete assignments. However, the student will receive specific training and ongoing support from IRC staff.

Benefits

Through the work study position with Indiana Recycling Coalition, you will:

- Learn about fundraising and nonprofit management
- Develop and expand event planning skills with a focus on green events
- Increase your understanding of organizations and coalitions
- Expand your professional network
- Increase your understanding about environmental issues facing our local communities
- Learn how to raise funds and build community support for organization

Qualifications

- Work-study qualified students preferred
- Junior or Senior level undergrad living in Indy area or willing to commute to Indy
- Knowledge of basic computer programs such as MS Word and MS Excel
- Event planning experience and support of the IRC's environmental mission preferred
- Strong verbal and written communication skills
- Strong organizational skills and ability to take initiative

Hours

Position hours are flexible. However, a minimum of 10 hours a week in office is requested. Hours will increase approaching major events. The IRC expects intern to fulfill hours during our normal office



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hours (Mon-Fri 9am-4:30pm), however, some weekend work during events is required. Must be available to work all major events, most importantly those in bold (4/21, 5/5, 5/12, **6/11-6/13, 11/4**). Exceptions will be considered if you notify IRC in advance during interview process. If candidate is good fit, there is possibility of internship extension.

Compensation: To be discussed during in person interview.

To Apply: Email a short statement of interest and resume to jean@indianarecycling.org. We will review and reach out to set up an in person interview to be held at the IRC office at 708 E. Michigan St. Indianapolis.