

Hiring Opportunity Environmental Services Intern (Recycling Focus)

Location: City Hall, 300 First Street, Woodland, CA 95695

Hours: Approximately 20 hours per week or 80 hours per month (960 hours max. per fiscal year)

Wage: \$16.50 - \$18.50 per hour depending on experience, no benefits

Supervision: Supervision provided by the Environmental Resources Program Manager in Environmental Services under the City Manager's Office of Equity, Environment, Economy & Engagement (E4).

Description:

A part-time intern to assist Environmental Services with planning and implementing the City's waste reduction, recycling, and organics diversion programs.

Duties:

Contact residents, businesses, and schools about waste reduction and recycling programs; assist in developing and implementing a food waste collection and edible food recovery program; organize and record data in spreadsheets and databases; perform site visits and waste audits; monitor green waste and organics program compliance; assist with contamination monitoring program; respond to inquiries and complaints from community members related to waste programs; create and distribute outreach materials; generate social media content about environmental topics; assist at public workshops and events; and collaborate with other Environmental Services staff on water, energy and other environmental programs, if needed.

Qualifications:

An interest in waste reduction, recycling, composting and environmental sustainability. Experience developing projects or programs, designing outreach material, or coursework in an environmental field a plus. Good customer service and writing skills. Ability to work well in a team as well as independently. Possession of a valid California driver's license and the ability to lift 25 lbs.

Hours:

Flexible. Approximately 20 hours per week depending on ongoing events and projects. Most hours will be Monday-Friday between 8 a.m. to 4 p.m. with some weekend or evening hours during events. Not to exceed 960 hours per fiscal year.

To Apply:

Send resume, application, and optional cover letter to recycle@cityofwoodland.org by 4:00 pm on January 24, 2025. [Click here for City of Woodland Application.](#)