



## **Recycling Grant Program Assistant Paid Internship**

**Job Title:** Recycling Grant Program Assistant

**Reports To:** Executive Director

**Status:** Part Time (20 hours per week), Non-Exempt

**Targeted Start Date:** Week of February 11<sup>th</sup>

**Targeted End Date:** Week of December 20<sup>th</sup>

**Summary Description:** The Recycling Grant Program Assistant provides administrative support in the development and implementation of programs to achieve Keep Houston Beautiful, Coca Cola Foundation and the City of Houston's recycling goals. This position will serve as a community champion in response to member agencies and community outreach activities. He/she will assist with programs designed to assess needs, strategically development and implement recycling initiatives to increase recycling collection rates in targeted zip codes in the City of Houston. He/she will also perform a variety of administrative/clerical duties relative to assigned areas of responsibility.

### **Essential Duties and Responsibilities (include, but are not limited to the following):**

#### **Program:**

- Prepares and distributes community outreach brochures, informational materials and communications to expand public awareness of programs and services.
- Responsible for maintenance and content updates to website and social media outreach activities.
- Facilitates with scheduling, logistics and may occasionally conduct instruction, presentations and workshops at neighborhood block parties.
- May occasionally deliver informative recycling program presentations to groups such as, higher education schools, businesses, residents, and/or associations.
- Exemplifies strong customer service skills when answering the organization phone lines.
- Represents the organization at community events (such as, fairs, festivals, trade shows and other events): responds to questions, distributes educational materials and information regarding waste prevention, reuse, and recycling.
- May distribute recycling containers and various public education material to locations in the community (such as, residences and businesses).
- May attend and participate in professional group meetings/events to remain informed of new trends and innovations in recycling program development and implementation.
- Researches and monitors current waste management trends to explore markets for recyclable materials.

#### **Administrative:**

- Provides administrative level support to the Executive Director and all staff.
- Provides high level customer service for inquiries about local recycling services.
- Will be responsible for photocopying and preparing agenda packets for distribution.
- Handles scheduling and set up of grant committee meetings.
- Will attend and records meetings.
- May occasionally assist with preparation of proposals/applications for grants and other funding opportunities as they arise.



- Responsible for assisting with event planning, organizing and logistics – coordinate services for events including budget, permits and fees, facilities, signage, displays, staff participation and special needs requirements.
- Prepares, collects, tabulates, formats and analyzes survey information  
Composes, proofs, edits, and disseminates Authority correspondence.
- Screens telephone calls and responds to requests through email and website.
- Provides high level of customer service to member agencies, the public, in person, over the phone, and by email.
- Assists in developing and maintaining database and various spreadsheets to track relevant information.
- Develops educational PowerPoint presentations.
- Responsible for the collection and distribution of incoming and outgoing mail.
- Performs other related duties and projects, as assigned.

**Supervisory Responsibilities:**

- This position has no supervisory responsibilities.

**Qualifications:**

- Demonstrated ability to be detail-oriented, prioritize tasks, and the ability to adapt and accommodate frequent interruptions.
- Strong project management and proven ability to handle multiple tasks and effectively meet deadlines.
- Dynamic, energetic, forward-thinking and creative individual with high standards and an appropriate professional image.
- Proficient in administrative and clerical procedures and systems: Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, and Outlook) managing files and records; designing forms, brochures and publications; and other office procedures.
- Proficient with current office procedures, methods and equipment including computers and supporting word processing, spreadsheet and database applications.
- Proficient with the English language including the meaning and spelling of words, rules of composition, and grammar. Bilingual in Spanish is a plus.
- Effective communication, both oral and written with the ability to work with the public.
- Demonstrated confidence in public speaking and presentation skills.
- Demonstrates strong organizational skills, is proactive and has exceptional attention to detail and follow through.
- Versatility, flexibility and willingness to work changing priorities.
- Highly collaborative and demonstrates willingness to work with the team.
- Competence in methods and techniques of designing and developing promotional and educational materials in support of assigned programs.
- Exemplifies characteristics of a champion of community outreach.
- Ability to use discretion and good judgment when privy to sensitive or confidential information.
  - Ability to make sound decisions and solve problems.
- Familiarity with general solid waste, recycling, and environmental protection concepts, methods and techniques helpful.
- Experience in graphic design with creation of outreach pieces and/or newsletters helpful.
- Experience in community organizing and/or working with diverse ethnic and socio-economic groups is helpful.



### **About Keep Houston Beautiful:**

Keep Houston Beautiful is the city's leading organization in beautification, litter reduction and recycling education. For 40 years, Keep Houston Beautiful has been reaching out to all segments of our community to educate and empower individuals to take greater responsibility for beautifying and enhancing Houston's environment. Each year's successes have created a cleaner and healthier city for all Houstonians. Keep Houston Beautiful strives to provide continuous learning opportunities and public awareness efforts that support and promote sound waste management activities, plan, develop and implement neighborhood-based litter cleanup programs and activities, coordinate and implement landscaping improvements, as well as, maintain fiscal sustainability and accountability.

**This is a paid internship being offered to currently enrolled part-time and full time college students sophomore level and above. Proof of enrollment must be provided with application.**

Please email inquiries, and/or resume and application below to Amy Reed at [areed@houstonbeautiful.org](mailto:areed@houstonbeautiful.org)  
No phone calls or walk-ins please.





9. Area of Interest for your internship. (Please check all that apply.)

<input type="checkbox"/>	Volunteerism	<input type="checkbox"/>	Special Event/Program Development
<input type="checkbox"/>	Beautification Efforts (Tree and plant plantings, natural art/murals, parks)	<input type="checkbox"/>	Stormwater Education
<input type="checkbox"/>	Litter Abatement (removing harmful litter and debris from the community)	<input type="checkbox"/>	Social Media and Website Management
<input type="checkbox"/>	Recycling Initiatives	<input type="checkbox"/>	Youth Focused Activities
<input type="checkbox"/>	Community Gardening	<input type="checkbox"/>	Public Education and Outreach
<input type="checkbox"/>	Public Speaking	<input type="checkbox"/>	Photography
<input type="checkbox"/>	Research	<input type="checkbox"/>	Fundraising
<input type="checkbox"/>	Non-Profit Management	<input type="checkbox"/>	Organizational Partnerships

Please list any other areas of interest not included above:

10. Statement of understanding of the conditions of the Internship

I understand that, should I be accepted as an intern for KHB (Keep Houston Beautiful), the following conditions will apply:

a) Status: Although not considered a KHB staff member, I shall be subject to the authority of the Executive Director and the authority delegated to him/her by the Board of Directors and the Houston Clean City Commission. I understand that I am applying for a grant funded position with a limited term as described in the aforementioned job description.

c) Medial Health and Life Coverage: KHB accepts no responsibility for medical costs or fatality arising from illness or accidents incurred during the internship.

d) Punctuality and Professionalism: I understand that as an intern I am expected to arrive on time for my office shifts and events/programs I am assisting with. I also understand once accepting an internship with Keep Houston Beautiful, I will become a public representative of the organization and will conduct myself in a positive and professional manner at all times. I also will not commit the organization to any events/programs/fundraising efforts without the consent of the Executive Director.

e) Confidentiality and Publication of Information: As an intern, I will respect the confidentiality of information that I collect or am exposed to at KHB. No reports or papers may be published based on information obtained from KHB without the explicit written authorization of the Executive Director.

f) Employment Prospects: The Keep Houston Beautiful Internship Program is not connected with employment and there is no expectancy of such. Interns may however apply for staff positions as they are advertised.



Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Applicant Worksheet

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Email address: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

If selected as an intern for Keep Houston Beautiful, I would be available to work the following days and hours. (Regular office hours are Monday – Friday from 9am to 5pm. Saturdays are generally special event/project days and hours of service can depend.)

Day	Start	Finish
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

#### For Office Use Only:

\_\_\_\_ Resume Included

\_\_\_\_ Scheduled Interview: \_\_\_\_\_ \_\_\_\_ Attended Intern Workshop: \_\_\_\_\_



Offered Internship:  Accepted  Declined  Did Not Offer Internship

Start Date: \_\_\_\_\_

Schedule:

Day	Start	Finish
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		