



Department of Planning, Public Policy and Management Internship Posting

Organization Information

Name of Organization	NextStep Recycling
Street Address	2101 W. 10 th Ave
City, State Zip Code	Eugene, OR 97402
Web Site	www.nextsteprecycling.org

Contact Information

Site Supervisor & Title	Isbel Ingham, Development Director
Work Phone	541.686.2366 x119
E-mail Address	isbel@nextsteprecycling.org

Description of Organization:

NSR seeks to create a network of people who are committed to the shared values of preserving our environment, working to bridge the digital divide, and enhancing the quality of life around the world. provides individuals and groups the opportunity to learn about the impact electronic waste has on our environment and to provide technology to those who do not have access. Access to computers and the Internet and the ability to effectively use this technology are becoming increasingly important for full participation in America's economic, political and social life.

NSR has 18 paid staff and hundreds of volunteers.

We are primarily a warehouse, however the intern would, for the most part, work in the admin offices.

Internship Description:

Development Intern

Duties

- Aid with membership growth and planning
- Assist with the development of NSR's outreach program
- Follow up with donors and potential fundraising opportunities
- Assist with special event planning (four events in 2008, minimum)
- Grant management support
- Grant writing experience and opportunities
- Grant research
- Development of a fundraising plan/strategy

Eligibility

- Must have strong working computer skills
- Interest in non-profit management and development work
- Knowledge about/interest in general environmental issues

Time commitment

- Specific work hours are negotiable

Environmental Education Intern

GENERAL RESPONSIBILITIES

Environmental Education intern will work directly under the supervision of the Development Director, but expected to do most of his/her work independently.

Working Hours: variable and flexible.

SPECIFIC RESPONSIBILITIES INCLUDE

- Lead groups of children through on-site and classroom programs, using existing curricula and curricula the intern develops—all centered on the importance of electronics reuse and recycling.
- Work with local teachers to develop new curricula and plan program development as necessary.
- Assist with recruitment, training, and appreciation of volunteers.
- Attend and participate in weekly meetings, schedule classroom modules and field trips.
- Participate in and lead outreach activities that link NSR Villa to diverse elements of its surrounding communities.

QUALIFICATIONS DESIRED

Experience in/passion for environmental education or related fields. Excellent communication skills and the ability to accept supervision and guidance. Experience, skills or abilities with any of the following: recycling, environmental education, working with diverse populations, classroom teaching, volunteers, computers and/or Spanish. Love of children and the environment, team player, flexible, organized, sense of humor!

Minimum Qualifications: Describe the knowledge and skills required. Indicate if a particular skill is preferred or required.

General knowledge and skills required: See above

Hours: The academic term is 10 weeks.

Anticipated hours/week:

Pay: Indicate if internship is paid and whether the pay is an hourly wage or stipend.

Yes

Hourly Wage:

Stipend:

No

Term of Internship: Internships are offered on an academic term basis. Students secure their placements in the term prior to the start of the internship. Indicate the academic term(s) or “ongoing” if the internship is continually available.

Fall (Aug. 15) Winter (Nov. 15) Spring (Feb. 15) Summer (May 15) Ongoing

Student Application Procedure & Deadline

E-mail résumé to site supervisor

Phone call to site supervisor

Other:

Application Deadline:
