



**Department of Planning, Public Policy and Management
Internship Posting Form**

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

Description of Organization: Summarize mission, size of organization, and work environment.

(No more than 100 words)

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: What will the student learn? Describe anticipated tasks and responsibilities. If internship is a project, describe type and scope. **If your description exceeds 200 words, attach a separate sheet.**

The intern works closely with the Development Director and Executive Director to implement marketing strategies and promotional tactics for NSR's programs.

Position Responsibility:

Assist in overseeing design and creation of print and online marketing materials (e.g. mailings, sales tools, posters, advertisements, interactive emails). Brainstorm marketing tactics, understand creative briefs that initiate work, and move projects from concept to execution. Audit website to ensure consistency and accuracy of message and branding, and meet with appropriate personnel to recommend changes. Coordinate execution of regular communication tactics going to all of our audiences. Other duties as assigned.

Creativity and bright, fresh new ideas encouraged and supported! This is not a job within which you will strictly follow orders and existing templates. We want your mind, not just your labor!

Minimum Qualifications: Describe the general knowledge and skills required (approximately 40 words). Indicate if a particular skill is preferred or required.

General knowledge and skills required: Strong interest in marketing. Demonstrated initiative and ability to work independently. High degree of initiative and attention to detail is a must. Strong verbal communication, presentation and writing skills. Strong organizational skills. Ability to

Specific Skill Area	Preferred	Required
Data analysis	<input type="checkbox"/>	<input type="checkbox"/>
GIS analysis	<input type="checkbox"/>	<input type="checkbox"/>
Report writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technical writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Public speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Client/customer relations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Event planning	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Database development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grant writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other: Creativity/ability to work independently	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Hours: The academic term is 10 weeks.

Anticipated hours/week: flexible--minimum 10 hrs/week

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

Yes <input type="checkbox"/>	Hourly Wage:	Stipend:
No <input checked="" type="checkbox"/>		

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. The date in parenthesis indicates **your deadline** for submitting an internship posting. 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:

For More Information

Rhonda Smith, PPPM Internship Director
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