



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:

The NSR Publicity Intern will focus on increasing public awareness of NSR and its programs, positions and volunteer opportunities.

The Intern will work with the Development Director, Executive Director, and NSR staff to identify and address NSR outreach goals and needs. The intern will have the opportunity to work on a variety of diverse projects including press releases, improving media relations, newsletters, alumni outreach, website development, promotion of service events, etc. The member will have an opportunity to serve at least once a week with NSR members on a variety of environmentally focused projects.

General Responsibilities (to include, but no not limited to to)

1. Create and distribute an average of two to four press releases per month.

Press releases will primarily focus on highlighting volunteer opportunities with NSR "Where are they now?" NSR Alumni stories. This may include email and over-the-phone interviews.

2. Serve alongside NSR members an average of once per week. Could include some evenings, weekends and overnight stays.

3. Catalog NSR news coverage. This will entail scanning publications throughout OR & WA out on a regular basis and working with staff to collect and assemble media collect coverage in the press binder.

4. Assist NSR staff with creating and publishing our bi-monthly newsletter that will highlight our program to a broad audience including project sponsors, alumni, legislators, others.

5. Work with NSR staff and members to promote NSR and other community events

6. Help build photo library with fabulous pictures of our members in action!

7. Schedule, coordinate and support media, legislative and other visits to NSR facilities and events throughout Oregon.

8. Assist staff with other outreach materials as needed and time allows.

9. Complete and submit all necessary NSR paperwork and reports in a timely manner.

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

Requirements:

1. Previous public relations or journalism experience.

2. Ability to serve so some evenings and weekends.

3. Regular and reliable attendance.

Preferred Qualifications:

1. We are lo looking for a dedicated self-starter with good writing and photography skills to fill this position.

2. An interest in the environment, service, community, education, resource management a plus.

3. Previous skills and experience working with Microsoft Word, Excel, Email,

Photoshop, Dreamweaver, Adobe InDesign and Pagemaker a plus.

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: