**Management Internship Opportunity Announcement**

With *Every Tray Counts*

To begin Spring or Summer 2018

**POSITION TITLE**: Management Intern

**DUTIES/JOB DESCRIPTION**: *Every Tray Counts (*[*www.everytraycounts.org*](http://www.dontwastedurham.org)*)* is a nonprofit group working to replace polystyrene trays and introduce food waste composting in North Carolina public school lunchrooms. The intern will work with the Executive Director and other staff to promote this issue through participation in school events and advocacy. There are opportunities to develop skills in professionalism, research, nonprofit administration, networking and outreach. This is also a great chance for the intern to hone organization and management skills and learn about grassroots organizing and growing a nonprofit startup. You may track information that comes our way and refer as needed, as we are also a resource on this issue. Activities may range from assisting with waste audits at schools, participation in science fairs, Earth Day and other school activities.

**HOURS:** Flexible hours, maximum 3-5 hours per week. Every Tray Counts holds a regular monthly one-hour meeting with interns to manage tasks, monitor progress, and to map future work efforts collaboratively. Other than the meeting, all work outside of the lunch room can be done from home (or anywhere) on a tablet, computer, or possibly even a phone. We request a six-month commitment at minimum.

**REQUIREMENTS**: The intern should possess excellent writing and communication skills. Suggested academic majors or interest areas include: environmental science or studies, environmental health, environmental law/policy, public health, communications, marketing, business

**COMPENSATION**: This is an unpaid internship. However, we would be very happy to write the intern letters of recommendation and/or complete internship documentation, as needed; and we would pass along as many perks from our member businesses and organizations that we possibly can! This internship is a growth opportunity with the potential to develop into more, if the intern is interested.

**HOW TO APPLY**: Please send a cover letter and resume to Sue Scope at everytraycounts@gmail.com

**FOR MORE INFORMATION**: Visit [*www.everytraycounts.org*](http://www.dontwastedurham.org) or contact us at everytraycounts@gmail.com

**Grants and Funding Internship Opportunity Announcement**

With *Every Tray Counts*

To begin Spring or Summer 2018

**POSITION TITLE**: Grants and Funding Intern

**DUTIES/JOB DESCRIPTION**: *Every Tray Counts (*[*www.everytraycounts.org*](http://www.dontwastedurham.org)*)* is a nonprofit group interested in replacing polystyrene trays and introducing food waste composting in North Carolina public school lunchrooms. This role is crucial for helping fund the mission of Every Tray Counts through grants, foundations, large donors, etc. There are opportunities to develop skills in professionalism, research, grant writing, networking and fundraising. This is also a great chance for the intern to hone writing skills and learn about grassroots organizing and growing a nonprofit startup.

**HOURS:** Flexible hours. We envision approximately 3-5 hours a week, but the primary focus is on researching and finding relevant grants and as such, the number of hours per week is flexible. It may be more, it may be less than 3-5 hours a week. This intern will also collaborate with the Executive Director, Sue Scope, to apply for these grants. Additionally, Every Tray Counts holds a regular monthly one-hour meeting with interns to manage tasks, monitor progress, and map future work efforts collaboratively. Other than the meeting, all work can be done from home (or anywhere) on a tablet, computer, or possibly even a phone. We request a six-month commitment at minimum.

**REQUIREMENTS**: The intern should possess excellent writing and communication skills. Suggested academic majors or interest areas include: environmental science or studies, environmental health, environmental law/policy, public health, communications, marketing, business, education.

**COMPENSATION**: This is an unpaid internship. However, we would be very happy to write the intern letters of recommendation and/or complete internship documentation, as needed; and we would pass along as many perks from our member businesses and organizations that we possibly can! This internship is a growth opportunity with the potential to develop into more, if the intern is interested.

**HOW TO APPLY**: Please send a cover letter and resume to Sue Scope at everytraycounts@gmail.com

**FOR MORE INFORMATION**: Visit [*www.everytraycounts.org*](http://www.dontwastedurham.org) or contact us at [everytraycounts@gmail.com](mailto:everytraycounts@gmail.com)

**Social Media Internship Opportunity Announcement**

With *Every Tray Counts*

To begin Spring or Summer 2018

**POSITION TITLE**: Social Media Intern

**DUTIES/JOB DESCRIPTION**: *Every Tray Counts (*[*www.everytraycounts.org*](http://www.dontwastedurham.org)*)* is a nonprofit group interested in replacing polystyrene trays and introducing food waste composting in North Carolina public school lunchrooms. This social media role is crucial for assisting with outreach and education. The intern would be responsible for Every Tray Counts’ Facebook page and website. The intern will create engaging content—such as Facebook posts and website updates—related to sustainability, environmental issues, and ETC’s current initiatives. This internship is a chance for the intern to hone marketing and writing skills while learning about grassroots organizing and growing a nonprofit startup.

**HOURS:** Flexible hours, approximately 3-5 hours per week. Every Tray Counts holds a regular monthly one-hour meeting with interns to manage tasks, monitor progress, and to map future work efforts collaboratively. Other than the meeting, all work can be done from home (or anywhere) on a tablet, computer, or possibly even a phone. We request a six-month commitment at minimum.

**REQUIREMENTS**: The intern should possess excellent writing and communication skills. The intern should be ambitious and driven and able to work independently. Assistance will be provided, but the ability to work alone to find content and create content to publish on Every Tray Counts’ website and Facebook is crucial. Suggested academic majors or interest areas include: environmental science or studies, environmental health, environmental law/policy, public health, communications, marketing, business, education.

**COMPENSATION**: This is an unpaid internship. However, we would be very happy to write the intern letters of recommendation and/or complete internship documentation, as needed; and we would pass along as many perks from our member businesses and organizations that we possibly can! This internship is a growth opportunity with the potential to develop into more, if the intern is interested.

**HOW TO APPLY**: Please send a cover letter and resume to Sue Scope at everytraycounts@gmail.com

**FOR MORE INFORMATION**: Visit [*www.everytraycounts.org*](http://www.dontwastedurham.org) or contact us at everytraycounts@gmail.com