

February 25, 2022

JOB DESCRIPTION: INTERN
CALIFORNIA PRODUCT STEWARDSHIP COUNCIL

Summary: Assists in research for specific project work and social media for waste reduction efforts. Intern will assist with development of education, outreach, and communications materials. Intern will help plan and coordinate activities of designated projects, to ensure that goals or objectives of project are accomplished within prescribed timeframe, funding parameters, and will meet the organization's high quality standards. Intern reports directly to Project Manager and works on special projects and events planning and will work to create and maintain favorable public image for the non-profit organization by performing the following duties.

Job Type: Temporary, part-time, non-exempt

Pay: \$17.00 per hour

Essential Duties and Responsibilities - Other duties may be assigned:

- Contributes to research, writing, and editing of project work and education and outreach materials
- Assist with planning and execution of CPSC workshops, webinars, seminars, and special events. Attend these events as needed and assist in the successful execution of such events
- Assist in maintaining CPSC multi-channel listservs, which includes Associates, Partners, Stakeholders, and several product listservs, through various interfaces (i.e. Google Groups)
- Assist in maintaining CPSC databases of press and media contacts, partners, and associate members
- Assist in maintenance of agency communications via social media outlets
- Assist in developing graphic materials for website, social media, and other publications
- Assists the Executive Director with organization and preparation for media appearances, briefs Executive Director and Project Managers on research of key stakeholders and potential partners and associates before meetings, and assists with travel planning
- Provide technical and administrative support as needed
- Assist in doing research and provide support in grant writing and fundraising efforts
- Assist in identification and utilization of community resources to recruit and encourage volunteerism
- Assist in providing outstanding customer service to stakeholders to keep informed of CPSC activities
- Maintain an enthusiasm for and understanding of CPSC's mission

Requirements:

- 18 years of age on or before the first day of the job
- Enrolled in an undergraduate or graduate program at a college, community college, or university (two-to- four-year institution) or a recent graduate

- Excellent research, writing, problem solving, and communication skills
- Skilled user of the following computer applications and platforms: Outlook, Microsoft Office Suite, Adobe Illustrator, Canva, MailChimp, Google Groups, and Google Suite, and leading social media platforms
- Knowledge of online publishing platforms (i.e. Wix or similar web development programs preferred)

Certificates, Licenses, Registrations: A valid driver's license and proof of current auto insurance preferred.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. While performing the duties of this job, the employee may be frequently required to stand; walk; sit; use hands to finger, handle, type, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop and kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision and ability to adjust focus.

Work Environment: This is primarily an on-site position. The primary work environment is at the office at 1822 21st Street, Suite 100, Sacramento, CA 95811. During periods of time affected by a pandemic, such as COVID-19, CPSC employees may be offered, or required, to work from home. However, other than when mandated by government order, remote work remains solely in the discretion of CPSC. It is the job of all employees to help provide a safe, quiet, and adequate work space to complete the work required for CPSC. Willingness to travel for work is required. For more information, including next steps, please email info@calpsc.org.