

High School Senior Internship at Sustainable Westchester's Zero Waste program

(Runs every year, following AP exams)

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About Sustainable Westchester:

We are a 501 c3 non-profit organization that serves our members i.e. Westchester municipalities and the County government. We offer our members programmatic solutions for reducing GHG emissions, achieving healthier communities, and moving towards a clean energy future. We work closely with all our partners in local, County, and State departments as well as other non-profits in creating cost-effective programs that are beneficial for Westchester residents and small businesses.

About the Zero Waste/Recycle Right program:

'Recycle Right Westchester' is a web and mobile technology platform that underlays SW's zero waste program. Check out this app on Google Play or the iOS store. It is a one-stop-shop to get accurate and specific information about municipal, regional as well as other relevant recycling and reuse options. This is also a highly cost-effective solution for our municipalities as it helps them streamline all the waste and recycling-related communication with their residents.

The 'Recycle Right' program was launched in 2018 with 9 municipalities. We have since doubled that participation, currently reaching 18 municipalities**. This program covers over 100,000 households in Westchester and has saved our municipalities thousands of dollars annually in the printing and mailing of sanitation brochures. The Recyclopedia feature within it has logged over 200,000 searches made by thousands of unique visitors who have looked up recycling instructions for things ranging from leaves to light bulbs to mattresses.

Local impact

This internship will provide an opportunity to make an immediate impact on your local community's waste and recycling, and therefore also the associated environmental, health, and economic benefits.

Several communities help organize locally focused efforts to keep usable items out of the waste stream – by re-using (for example, Halloween Costume and Sports Swaps), reducing (plastic bag ordinance), and recycling (better curbside recycling, food scrap drop off program, and information on how to recycle many household items). The internship will involve coordinating with these local groups, gathering information about their work, and supporting it through promotion and database management.

Responsibilities of the internship:

- Process and distill out municipal sanitation and recycling information to ensure its accuracy and completeness in the app.
- Connect with local zero waste/environmental committees to build a database of local waste diversion efforts in Westchester. Organize a meeting/webinar, if possible.
- Research on local and regional reuse, recycling, and donation options, and prepare spreadsheet database listing resources (reuse, repair, recycling options).
- Assist with importing all the resource data into the app/Recyclopedia.
- Assist with creating educational and promotional content to promote recycling programs as well as the *new* sustainable landscaping program offered by Sustainable Westchester.

Preferred skills:

- Good communication, written and verbal, in a formal and informal setup.
- Proficiency with Microsoft (Word, Excel, and Powerpoint) or equivalent in Google suite.

Platforms required to complete daily assignments: ZOOM meetings, Google workspace/ G suite, Phone

Hours: 10-15 hours per week. Mon-Fri.

Note: This would be an unpaid internship for the Senior Internship period following AP exams. We would however reimburse any out-of-pocket expense in travel etc., which rarely may occur since this is primarily remote work.

For more information, OR to apply: Email Neha@SustainableWestchester.org

****List of municipalities participating in 'Recycle Right Westchester' program:**

Ardsley	Harrison	Ossining (Town)
Bronxville	Hastings-on-Hudson	Ossining (Village)
Cortlandt	Irvington	Pelham
Dobbs Ferry	Mamaroneck (Village)	Pleasantville
Elmsford	New Castle	Tarrytown
Greenburgh	New Rochelle	Tuckahoe