



Recycle Right Senior Internship

To apply: Write to Neha@SustainableWestchester.org

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 and even support them in implementing those solutions which are impactful in reducing GHG emissions and achieving cleaner and healthier communities. 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 Recycle Right program:

'Recycle Right Westchester' is a web and mobile technology platform. Look it up on your app 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. It helps them streamline all 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 printing and mailing of sanitation brochures. The recyclopeda 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!

Responsibilities of the internship:

- Work with municipal sanitation and recycling departments to ensure their recycling data in the Recycle Right platform is accurate and complete.
- Connect with local zero waste/environmental committees to build a database of local efforts in Westchester. Organize a 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/Recyclopeda.
- 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 formal and informal set up

Proficiency with Microsoft (Word, Excel and Powerpoint) or equivalent in Google suite.

Platforms required to complete daily assignments : ZOOM meetings, Google suite, Email, Phone

Hours: Between 1 - 4 pm, Mon-Fri.

Since we anticipate the students to be working with us during their school summer break, this would NOT be a paid internship. We would however be able to reimburse any out-of-pocket expense in travel etc, which rarely may occur since this is primarily remote work.