



State of Texas Alliance for Recycling – Summer & Fall Internship

Organization information:

State of Texas Alliance for Recycling, 501(c)3 nonprofit in the Austin area. We are committed to our mission of increasing recycling rates in Texas, for Texans. We have a team of two full-time staff members, a Board of Directors, affiliated councils, and partnerships at the national level. For more information about STAR, go to www.recyclingSTAR.org.

Job information:

The State of Texas Alliance for Recycling (STAR) is looking for individuals eager for nonprofit experience in the Austin area. Our interns handle a range of tasks including:

- Assisting with communications, PR and copywriting needs
- Contributing to our organization's website
- Administrative and office duties
- Assisting with membership database renewals and upkeep
- Assistance coordinating and attending STAR events and conferences
- Helping out with digital/new media
- Ordinance/policy research
- Data input and management

Skill requirements:

Strong written and verbal communicative skills; detail-oriented, self-starter who is organized and able to meet deadlines; strong research skills; computer skills: Microsoft Word and Excel

Job requirements:

Must have a college degree or be currently enrolled in a university and working toward a degree; must be a US citizen; must be located in the Austin area and have reliable transportation; must be able to work a minimum of 10 hours per week; will provide documentation for credit courses.

Contact information:

Please submit resumes or further questions to info@recyclingstar.org with the subject line "STAR Internship".