

Internship Opportunity: Recycling Data & Conference Sponsorship Intern

Location:

Duration: Summer 2026

Hours: Part-time 10-15 hrs./wk. (UP TO 125 HOURS)

Compensation: \$18.00/hr.

Position Overview

We are seeking a motivated and detail-oriented intern to support our recycling data collection efforts and assist with sponsor recruitment for an upcoming conference. This position offers hands-on experience in environmental data management, outreach, and event development.

The ideal candidate is comfortable making phone calls, organizing data in spreadsheets, and communicating professionally with community partners and businesses. Experience with GIS software such as ArcGIS is a plus but not required.

Key Responsibilities

Recycling Data Collection & Management

- Conduct phone outreach to municipalities, waste haulers, and related organizations to gather recycling data
- Enter, update, and verify data in spreadsheets
- Assist in maintaining organized and accurate records
- Support basic data analysis and reporting
- Utilize ArcGIS for mapping and spatial analysis (if applicable)

Conference Sponsorship Recruitment

- Conduct outreach calls and emails to prospective sponsors
- Track sponsor communications and commitments
- Maintain organized sponsorship lists and follow-up schedules
- Assist in preparing sponsorship materials and documentation

Qualifications

- Strong communication skills, especially phone-based outreach

- Proficiency in Microsoft Excel or Google Sheets
- High attention to detail and organizational skills
- Comfortable working independently and managing follow-up tasks
- Interest in sustainability, recycling, environmental initiatives, or event planning

Preferred (Not Required):

- Experience with ArcGIS or other GIS platforms
- Prior experience in outreach, fundraising, or customer service

Skills Developed

- Professional outreach and stakeholder communication
- Data collection and management
- Event sponsorship development
- GIS and mapping exposure (if applicable)
- Project coordination and organizational skills

How to Apply

Please submit your resume and a brief cover letter describing your interest in the position and relevant experience to Carina Olivetti at colivetti@nrcne.org.