

WasteNot Compost
Loyola SES External Internship
Program, Fall 2024



WasteNot Compost -Loyola SES Commercial Composting Internship Program Description:

This is a fall semester internship available at WasteNot Compost funded by the School of Environmental Sustainability at Loyola University Chicago. The projects and case(s) on which the student will assist are determined by WasteNot and are subject to change depending on their level of urgency and importance. The student is expected to develop a work schedule that allows WasteNot to know when they can rely on the student intern. The student can take the internship for Experiential Learning/Internship credit. Both the WasteNot staff and the SES Associate Dean for Academic Affairs will be involved in drafting expectations for course credit and assessing the student's progress.

Learn more about WasteNot Compost here: <https://www.wastenotcompost.com/>

Application and Selection Process:

To be considered for this position, **students will submit a 1-page resume, which should include relevant courses and experiences, and a 1-page cover letter** which outlines what they hope to do with their career and how this internship could help them advance their goals and enrich their Loyola experience. **Please combine the resume and cover letter into one PDF document before submitting.** Students submit these materials to Ms. Karen Schauwecker at kschauwecker@luc.edu by Monday August, 8.

Position Objectives:

WasteNot Compost understands that composting and sustainability is a team effort. WasteNot invites SES students to join our internship program to learn more about the commercial composting industry and the following activities specifically:

1) Farmers Markets & Events

WasteNot sponsors a number of the local farmers markets during the summer. In addition to our compost collection service and booth presence, WasteNot has begun offering compostable products (cups, plates, takeout containers, etc) for vendors. Interns will help with a variety of tasks during the week to ensure the smooth ordering and distribution of these products. Based on your strengths and the needs of WasteNot, potential tasks include:

- Maintaining and updating the online portal for vendors

- Intertacing with vendors to answer common questions and provide quality customer service
- Processing and packing orders in preparation for the weekend market team
- Collecting and analyzing data about the compostable products program
- Assisting in education and marketing opportunities about the products
- Completing similar tasks to the list above, but for our commercial accounts

2) WasteNot Member Shop

WasteNot offers its members zero-emissions delivery of sustainable products, straight to their door. This is a developing program, but one that is very popular with our customers. SES interns will help build efficient systems that ensure a smooth customer experience for our members. Based on your strengths and the needs of WasteNot, potential tasks include:

- Helping to build and improve our online ordering portal for customers.
- Processing, picking, and packing orders for customers
- Helping select and market new product additions to the member shop
- Collecting data, tracking purchases, and sharing reports

3) Other Projects

WasteNot is rapidly growing and always has a number of projects in the works. If you are passionate about our mission, but don't necessarily feel your strengths lie with the tasks listed above, please feel free to apply, highlighting what you think you would bring to WasteNot. There could still be a good fit for you if your strengths and interests align with our needs.

Position Qualifications:

- Two years of undergraduate education at SES, or enrollment in the SES graduate program.
- Experience with Microsoft Excel, Google Sheets
- Basic Understanding of Composting

Position Hours/Schedule:

- Flexible hours, mostly weekdays 9-5, but weekend availability for events and farmers markets is a plus.
- Creating your schedule will be flexible, but the hours you work will remain consistent week to week.

Other Important Information:

WasteNot encourages critical thinkers and problem solvers to join a young and ambitious team to assist in our sustainable vision for the future.