



www.cvsan.org

Zero Waste Program Intern Starting \$16/ hour—DOQ

Application Deadline: Open until filled.

Applicants are encouraged to apply early.

Who We Are

Castro Valley Sanitary District (CVSan) is a small public agency located in the San Francisco Bay Area- East Bay. CVSan employs 22 regular, full-time employees and is governed by five elected Board of Directors. As a California Special District, CVSan has responsibility for the operation and maintenance of the sanitary sewer collection system and the provision of solid waste services within the unincorporated community of Castro Valley. The District also is in charge of the administration of a refuse collection franchise, the District's 25% interest in a wastewater treatment facility, implementation and administration of State and local mandated recycling programs, as well as District participation in sub-regional wastewater discharge and solid/hazardous waste management agencies. CVSan has a **zero waste goal** by the year 2029.

Our Mission Statement

"We protect public health and the environment by providing wastewater and solid waste services."

Why Work for CVSan?

Employee Recognition- CVSan is an agency that recognizes its employees as one of its greatest assets. The District has several internal programs that recognize and reward employees for exemplary customer service and commitment to safety.

Professional Development- CVSan promotes employee professional development and education through tuition assistance/reimbursement and

encouraging and sponsoring employees to attend special trainings and seminars.

Not Your Typical Sanitary Agency- Being unincorporated, Castro Valley does not have City governance, so CVSan is in the spotlight more often than our counterparts. CVSan staff provide hands-on public education, and participate in a number of community events.

Small Agency- In working for a smaller agency, you will know all of your co-workers on a first name basis and your contributions will be recognized all the way to the top of the organization. There are opportunities to work and cross-train in other areas of the organization.

Innovation- CVSan is an industry leader and utilizes grant funding to support new programs for our community.

Environmentally Conscious- CVSan is committed to implementing programs and practices that are environmentally friendly. You will have the satisfaction of knowing that your contribution at



CVSan is helping the environment for generations to come.

The Position

CVSan is currently recruiting for the position of Zero Waste Program Intern. This position is a temporary, full-time or part-time position that is expected to last through June 30, 2019. The Intern position does not offer benefits, but does participate in the CalPERS retirement program.

The Typical Duties of the Zero Waste Program Intern

- Support School Programs: Coordinate and lead 4Rs (Reduce, Reuse, Recycle, and Rot) Field Trips for 3rd grade students at CVSan offices; lead and facilitate on-site school Waste Audits; assist with the Green Ribbon Schools Program and Earth Day activities; and complete program reports.
- Assist with Commercial Business and Multi-Family Recycling and Organics programs: conduct site visits, and prepare and deliver recycling containers and signage;
- Participate in community outreach events such as Rowell Ranch Rodeo Parade and Fall Festival;
- Facilitate the Used Motor Oil Grant Program: Assist with grant reporting, outreach, and Filter Exchange Program.
- Participate in other Department programs and activities.

What You Will Need to be Successful

- Some knowledge or interest in the recycling industry.
- Basic computer efficiency, including familiarity with Word, Excel, and Outlook. Experience in graphic design is a plus.
- Strong communication skills, both verbal and written.

What You Will Gain From This Internship

- Your contribution will have a direct impact on the community we serve;
- No day will be the same. The projects and work you will perform can vary day to day, month to month;
- You will learn valuable skills and gain hands-on experience that will help prepare you for future employment. In fact, a good number of our employees began their careers at CVSan as interns;
- You will be challenged at work every day and will be recognized for your contributions;
- You will have daily interaction with a variety of stakeholders.
- You will gain public speaking skills, technical knowledge





on recycling industry and program managing.

- You will gain experience working in a government agency
- You will have access to network with others in the recycling industry

Education and Experience Requirements

Must be currently enrolled in or have graduated from a 4 year school in environmental studies, communications, public administration, education, or a field related to the work.

A valid California Class C driver's license and satisfactory driving record is required.

Ready to Apply?

To apply for this excellent opportunity, submit your cover letter, resume, response to the supplemental questions and CVSan's application form; download at www.cvsan.org/employmenttopps. Your application packet may be emailed to contact@cvsan.org or delivered or sent via mail to 21040 Marshall Street, Castro Valley, CA 94546-6020. The testing process for this position may include a phone screening, written exercise, a panel interview, fingerprints, degree check, reference checks, and DMV clearance. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process. No phone calls, please.

CVSan is an Equal Opportunity Employer.

Castro Valley Sanitary District

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