

**Sustainability Internship**  
Position Description

The City of South Portland's Office of Sustainability is seeking an intern to assist the Sustainability Program Manager with launching the new South Portland Electric Tool Library (SPETL) and managing the Swap Shop.

The mission of our office is to guide the development of policies and practices that simultaneously promote economic well-being, strong community connections, and a healthy environment. Our primary focus is to implement the City's *One Climate Future* plan and related initiatives to help municipal departments, schools, and the community become more sustainable. This position will specifically aid in furthering the waste reduction goals and strategies outlined in *One Climate Future*.

The intern will work with the Sustainability Program Manager and the Public Works Director to manage the SPETL and the Swap Shop. The SPETL is a new program that provides residents with the opportunity to sign out electric lawn equipment for personal use. The Swap Shop allows residents to donate and take approved household items, diverting materials from the waste stream. The intern will assist South Portland residents with signing out and utilizing equipment from the SPETL in addition to managing and maintaining the Swap Shop.

The work may include:

- Assisting residents with signing out and returning SPETL equipment
- Demonstrating how to use lawn equipment
- Ensuring all equipment is properly charged and maintained
- Determining which materials are acceptable for donation at the Swap Shop
- Managing the flow of materials
- Making sure items are neat and organized
- Providing excellent customer service
- Educating residents about the City's waste reduction and climate action programs

This internship will be largely self-directed, with the intern working at the SPETL/Swap Shop and meeting with the Sustainability Program Manager weekly. The internship will begin on June 1<sup>st</sup> and go until August 31<sup>st</sup>. During this time, the intern will work up to 20 hours per week and earn \$17 per hour. Must be available on Saturdays from 8 am – 3:30 pm in addition to regular availability on one or two non-consecutive week days.

To apply, please email your resume and a cover letter explaining your interest in the position to Julie Rosenbach at [jrosenbach@southportland.org](mailto:jrosenbach@southportland.org).