



City of Hayward



Accepting Applications for RECYCLING/SOLID WASTE INTERNSHIP

An Environmental Career Opportunity

POSITION AVAILABLE: Administrative Intern in the Public Works Department's Solid Waste Management Program to assist the Solid Waste Manager and other staff in conducting research, planning and implementing recycling programs and special events. Intern will be required to perform tasks requiring use of a City vehicle, so a valid California driver's license is required. Weekly workload will be 40 hours, with some overtime possible during the week and some weekends for special events or projects. The total duration of the appointment will not exceed 1,000 hours. Pay rate is \$15 per hour. This position does not provide any benefits (e.g., medical, dental, sick leave, vacation).

QUALIFICATIONS: Must be a college graduate within the past three years or may be currently enrolled in an accredited college or university. The ideal candidate will possess education and/or work experience in the solid waste management and recycling field, experience with event planning and promotion, customer service support, excellent writing and oral communication skills, and a working knowledge of Microsoft Word and Excel computer applications.

APPLICATION PROCEDURE: If you are interested in a position that will provide you with marketable experience, call (510)583-4705 to request an application. Mail or fax your completed application, a letter of interest, a two-page writing sample, and your resumé to the following address:

Solid Waste Manager
Public Works Department
City of Hayward
777 "B" Street
Hayward, CA 94541-5007
FAX: (510) 583-3610

This position is open until filled. Please submit your application as soon as possible.

SELECTION PROCESS: Applicants showing the greatest potential will be invited to an interview. Interviewees will be asked to demonstrate their writing and computer skills as part of the selection process. The successful candidate will be asked to begin work as soon as possible.

THE CITY OF HAYWARD IS AN EQUAL OPPORTUNITY EMPLOYER