

Ramsey County Environmental Health Outreach & Engagement Internship

Start Date: May 2025

End Date: August 2025 (or later depending on student availability/interest)

Compensation: \$18.90/hour; 40 hours per week

Application Due: Friday, February 7, 2025

Position Description

The Environmental Health Division of the Saint Paul-Ramsey County Public Health Department has an internship opportunity to support the work of the Outreach & Engagement / Solid Waste Programs Unit.

This team works with residents, community organizations, schools, businesses, and municipalities to assure that state, regional and local waste management outcomes are met and to support other Ramsey County Environmental Health initiatives. It provides financial and technical assistance, tools and resources, and outreach and engagement activities. The work raises awareness, builds knowledge, implements strategies to manage and reduce waste responsibly and advances environmental justice.

Activities include the Recycling Ambassador program, community Fix-It Clinics, tabling and speaking at community events, the Food Scraps Pickup Program, Recycling Exists campaign, Biz Recycling, and several school programs.

The work schedule will primarily be Monday through Friday, 40 hours per week. The position will include some evening and weekend work to support education and engagement activities in the community. This position is a hybrid role with the expectation of at least two days per week in the office (located in Maplewood).

Responsibilities:

- Become familiar with recycling and waste management in Ramsey County.
- Help staff tables at community events and provide education to residents about recycling, waste reduction and the food scraps pickup program.
- With assistance from Ramsey County staff, work with summer camps, libraries and other community groups to conduct educational programs for youth, with a focus on recycling, waste reduction and the food scraps pickup program.
- Assist with running monthly [Fix-It Clinics](#).
- Research and write articles for the Green Ramsey e-newsletter.
- Assist with the development of social media content.
- Assist with community presentations related to recycling, waste management and the food scraps pickup program.
- Support the outreach and engagement needs of environmental health programs.

- Observe Ramsey County work activities and suggest improvements.
- Independently manage assigned work and document its completion, seeking help when needed.

Position Requirements:

Minimum Qualifications

- Ability to communicate effectively with a diverse group of colleagues and residents.
- Comfortable sharing information with others verbally.
- Strong writing skills.
- Academic experience and current undergraduate or graduate school enrollment in environmental health, public health, biological or physical sciences, education or related field.
- Computer software competency in commonly used Microsoft Office and Adobe products.
- Ability to travel to multiple locations in the county to attend events.
- Ability to pass a criminal background check.

Additional Useful Qualifications

- Previous work or volunteer experience in the environmental field.
- Fluency in a language other than English.

Reach out with questions about the position, or apply for the position by sending a cover letter, resume and unofficial transcript to:

Beth Carreño (she/her), Outreach and Engagement / Solid Waste Programs Supervisor, at Elizabeth.carreno@ramseycounty.us