



Center Intern (unpaid- 16 hours a week for three months) (San Francisco)

This is a great opportunity for fresh college graduate or senior in college, who has no relevant job experience, but would like to build up his or resume to pursue a job in the environmental industry.

Are you interested in an intern opportunity to learn and develop a whole range of professional, sales, and entrepreneurial skills in a fast-paced social and environmental responsible green business? Do you want to build up experiences on your resume so you can more competitive in obtaining a full-time job. Would you like to work with a dedicated team of professional working at the intersection of information technology, social entrepreneurship, retail, and operations... all while saving the environment? If so, we want to hear from you! GreenCitizen has openings for Intern position, one in San Francisco and another in Burlingame.

About GreenCitizen

GreenCitizen helps individuals and organizations repair, reuse, and recycle electronics responsibly. We provide convenient, affordable and responsible solutions that make it easy for everyone to do their part to help save the environment from harmful electronic waste. GreenCitizen is proud of its educational outreach efforts and community involvement. GreenCitizen eco centers are all about education. More info about at <http://www.greencitizen.com>.

Job Summary

The GreenCitizen Center Intern will be involved in all operations and Sales effort of a GreenCitizen Center in the San Francisco, and Burlingame. No employment is guarantee after the intern. Strong job references will be given to top performers. Top intern performer will be given the first opportunity to be considered for a center assistant or center manager job opening..

The Center Intern responsibilities will include:

- Educating customers about the importance and value of recycling electronics
- Help closed transaction from business pick-up customers
- Tracking key information about recycled items
- Operating the main eco center
- Make tele, email, or in-person sales calls to prospective customers on GreenCitizen services
- Addressing customer concerns and complaints
- Assisting with marketing campaigns and close the register at the center
- Contributing to the enhancement of our retail environment

Qualifications

Successful Center Intern candidates will have most of the following skills and qualities:

- Passion for the environment and social responsibility, combined with a passion to educate and persuade people to do the right thing for the environment
- Strong communication and presentation skills
- Excellent customer service and customer relationship skills
- Demonstrated ability to take initiative, roll up your sleeves, and go the extra mile
- Problem-solving skills, people skills, and team skills
- Excellent communication skills
- Creativity – think outside the box
- Ability to prioritize activities and multi-task
- Detailed-oriented and reliable
- Good physical condition and able to lift 70 pounds
- Ability to work some weekend hours is required
- A record of strong academic performance is required, and a Bachelor's degree in environmental science related major is preferred (we will consider college students who are currently in their final semester before graduation)
- Demonstrated ability and strong work ethics of going the extra miles in past academic and work experience.

How to Apply



If you would like to apply for the GreenCitizen's Center Intern position – located in San Francisco and Burlingame, please email a resume, a cover letter, and responses to the following questions to notjustajob@greencitizen.com. Write in the subject line "Center Intern Applicant September 2009"

1. Why I choose to pursue a career in the environmental field?
2. What unique personal character and qualification make me a strong candidate for the intern position at GreenCitizen?
3. How did I spend the last two summer?
4. Can you commit to a 16 hours a week (2 full days or 4 half days a week) intern for 12 weeks?
5. Professional references a plus

GreenCitizen is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, or marital status.