

**Job title: Special Events Intern**

**Classification: Non-Exempt**

**Wage range: \$17/hour for shift w/ coworker; or \$20/hour for solo shift**

**Reports to: Katie Cooper**

**Date revised: 05/10/2024**

**About Compost Crusader:**

Started in 2014, Compost Crusader is a locally owned business with the mission of creating a culture around sustainability. Compost Crusader partners with residential & commercial locations to divert organic material from the landfill in an economical & environmentally sustainable way.

We are a young, rapidly growing business, looking to hire employees who are passionate about composting, who have a strong desire to grow within the company and who don't mind working hard and getting dirty!

**Position Summary:**

The Special Events Intern will serve as an onsite point person for special events like concerts, event dinners, street festivals or fundraisers. Having access to a vehicle or having a valid driver's license will be essential to the position since it will be taking place at different locations. The incumbent should have an outgoing personality and solid work ethic.

**Duties Include:**

- Driving, set up educational materials, to and from the special events.
- Setting up a tabletop and tent.
- Handing out educational and marketing materials; talking to people about composting.
- Ensuring that food vendors are compliant with compostable products (only when we are composting).
- Post sort of compostable material (when needed).
- Compost Sales at the shop on Saturdays and Sundays from 10:30am - 3:00pm seasonally until July 31st . Take sales, load customers' cars with compost, shovel/refill the compost buckets as needed. Other shop tasks may be asked when you are not assisting a customer.
- Be proactive in communicating to co-workers any observations made in the field that may assist in better serving our customers.

**Competency**

- Customer service experience, conflict resolution, and events/sales experience.
- High level of computer literacy (smart tablets, Microsoft and Google products) and willingness to learn new software.

- Excellent written and verbal communication skills.
- Comfort with fast-paced environment.
- Valid drivers license and willingness to drive a larger pick up truck.

#### **Work environment**

- Variability in work environment, from on-site in the company office to on-site event locations.
- Willing to work in weather like rain.

#### **Physical demands**

- Extensive physical activity. Requires strenuous physical work; heavy lifting, pushing, or pulling of objects over 50 pounds and standing for several hours at a time.
- Work environment involves some exposure to physical risks such as moving mechanical parts, which requires following basic safety precautions.
- The employee is exposed to outside weather, including frequent wet and/or humid conditions, as well as exposure to fumes and vibration. Noise level is usually moderate.

#### **Position type and expected hours of work**

- This is up to full-time role, where hours are determined by the needs of the events being worked.
- Weekend and evening hours to execute event.
- Weekend hours for compost sales.

#### **Travel**

- Some overnight travel is expected with occasional events in Madison and Chicago. Up to 90% local travel around Milwaukee and the surrounding area.

*Compost Crusader provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, [Company Name] complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*Compost Crusader expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Compost Crusader's employees to perform their job duties may result in discipline up to and including discharge.*

*Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*