

Stephen E. Garner Summers of Service 2022

Finger Lakes ReUse – ReUse Textiles Project Intern



United Way
of Tompkins County

Purpose of Position:

The purpose of this position is to assist Finger Lakes ReUse with a project to analyze the materials management practices and overflow of materials specific to ReUse's clothing/textiles department. The position will involve hands-on research and data collection in the clothing donation processing area, as well as work with the administrative team to analyze the data. Other areas where the intern will be involved include helping with research and communications, such as identifying and quantifying impacts of reuse, and helping with social media, marketing, and nonprofit development.

Site address/location of the position:

214 Elmira Rd, and 2255 N Triphammer Rd, Ithaca NY 14850

Special Instructions: The clothing/textiles donations processing location is at the ReUse MegaCenter, 2255 N Triphammer Rd. The administrative office is located downtown at the Ithaca ReUse Center, 214 Elmira Rd. The intern will have hours to complete at both locations in order to work on the different aspects of the project. Parking is available at both locations, and TCAT routes serve both sites throughout the day.

Required responsibilities/tasks of this position:

- Process clothing/textile donations, sorting for quality and re-usability
- Assist with clothing displays in the retail area
- Put photos and captions together for social media marketing
- Collect data to report on clothing waste that is directed to the landfill
- Analyze data to create a conclusive final presentation
- Collaborate with administrative and operations staff

Skills necessary for this position:

- Computer skills – entry level for Google sheets, slides, and documents
- General knowledge of or interest in clothing/textiles
- Working with others collaboratively to collect and analyze data
- Creativity and innovation

Age requirement for this position in order to be compliant to state guidelines:

Age 14 years and older required (working papers needed).

Leadership opportunities or decision-making expectations for the position:

- Helping organize a system to track the amount of donated clothing that is sent to the landfill
- Creating clothing displays to feature at the ReUse MegaCenter
- Taking the lead on developing public messaging for social media and marketing
- Designing a final presentation about the findings of the project

Other employment or life skills this internship will help the intern develop:

- Project designing and management
- Data collection and analysis
- Collaboration with multiple organizational leaders
- Proficiency with Google sheets, slides, documents

- Thrift clothing retail and reuse industry skills
- Independence in complex and challenging work environments

Certifications obtained as part of the internship experience: No

Start and end dates of the internship:

June 27 – Sept. 2

Hours completed before the end of August preferred but not required.

Schedule for this role (days/hours):

25 -30 hours per week (weekdays Mon-Fri with occasional weekend flexibility) is preferred, but we are willing to be flexible.

“Must-be-available” dates and any flexibility available:

There are no must-be-available dates. Finger Lakes ReUse Centers are open 7 days a week, 10 am - 6 pm. Some weekday availability is helpful.

Other information about a good match for the internship:

The following interests would be a great match for this internship position:

- Interest in clothing and fashion
- Passion for environmental sustainability
- Interest in pursuing a career in environmental conservation, nonprofit management/development, communications, project management, macro social work, thrift clothing retail, and/or reuse industry-related pursuits

Additionally, Program Coordinator Tova Wilensky, who is supervising this position, was previously a Summers of Service intern herself. Finger Lakes ReUse is committed to creating a just, resilient, and waste-free world that values people and resources.