



## Marketing Internship Program - Summer 2026

### Solid Waste Disposal Authority of Baldwin County, AL Inc.

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June 1, 2026 - July 31, 2026 (9 weeks)

\$14.00 Per Hour; 25 hours per week; Monday - Friday

**Program Coordinator, Nicole Skelton**

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#### OBJECTIVE

To offer practical, hands-on experience with a primary focus on the Authority's Recycle Services Department and various aspects of the solid waste management industry, providing exposure to the operational, administrative, and community-facing aspects.

This internship equips students with gaining marketable training, skill-building and job shadowing experience while developing essential skills and confidence to pursue entry-level roles.

- Explore potential career path
- Develop a broader professional network
- Learn many aspects of the waste and recycling industry
- Receive payment and academic credit

#### WHO IS ELIGIBLE

Applicants must be currently enrolled in college, a vocational training program, or be a recent college graduate within the past 12 months with a minimum 2.5 GPA.

#### SCHEDULE

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|----------------------|---|
| April 10, 2026       | Application Deadline                              |
| April 27-May 1, 2026 | Interviews  |
| May 6, 2026          | Communicate selection                             |
| May 11-22, 2026      | Complete pre-employment screenings                |
| June 1, 2026         | Intern Reports                                    |
| July 31, 2026        | Conclusion of Internship Program & Farewell Event |

## APPLICATION PROCESS

### Submission Requirements:

1. Completed Internship Application
2. Resume
3. Two Letters of Recommendation (from a counselor, teacher, employer, coach, etc)
4. Transcripts

### Selection process:

1. All candidates will go through the same application and interview process as external candidates.
2. Selection will be based on qualifications, interest, and availability

All internships will comply with EEO (Equal Employment Opportunity) laws and company policies to ensure a fair selection process.

The company reserves the right to modify or discontinue as needed.

## CONFLICT OF INTEREST

Direct supervision by a relative is not permitted to maintain fairness and professionalism. If an intern is assigned to a department where a parent or grandparent works, an alternate supervisor will be designated.

Interns must follow the same code of conduct and performance expectations as all employees.

## INTERNSHIP ASSIGNMENTS & EXPECTATIONS

Responsibilities will be clearly outlined in an internship job description, and supervisors will provide mentorship throughout the program.

Interns are expected to:

- Maintain a professional attitude and adhere to company policies.
- Complete assigned projects and meet deadlines.
- Participate in meetings, training sessions, or development workshops.

## COMPLETION & EVALUATION

At the end of the internship, interns will receive a **performance review** from their supervisor, assessing skills developed, contributions made, and areas for improvement. The Director of Human Resources will conduct an Exit Interview.

Interns may be eligible for **letters of recommendation** for future employment opportunities based on performance.

## JOB DESCRIPTION: MARKETING INTERN

**Position Summary:** The Marketing Student Intern will assist in promoting the Authority's recycling initiatives and increasing community awareness of its services. The intern will support efforts to build relationships with businesses, suppliers, and community members to expand recycling programs. This role involves participating in outreach activities, networking, and exploring ways to improve engagement and support the Authority's recycling efforts.

**Reports To:** Director of Marketing

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### Key Responsibilities

- Assist with marketing efforts to promote the Authority's recycling programs to the community and local businesses.
- Participate in networking events to engage with businesses, suppliers, and community groups.
- Help develop and distribute promotional materials to increase recycling awareness.
- Support outreach initiatives aimed at expanding customer participation in recycling programs.
- Assist in identifying opportunities to maximize revenue from recycling services.
- Help with maintaining and updating social media content to promote recycling efforts. Tracking progress of social media content results, result of a campaign or any type of measurable success.
- Keeping calendar of events, targets, and activities organized and updated.
- Assist in developing presentations, articles, reports and information for websites, and social media accounts.
- Provide administrative support for marketing projects and events as needed.

### Physical Requirements

- This position requires the employee to see well enough to read and write; hear well enough to respond to verbal communications and speak well enough to answer questions in a polite, courteous manner.
- Frequently required to stand and walk with prolonged periods of sitting at a desk and working on a computer with the ability to reach with hands and arms; Body movement of mobility to bend, kneel, crouch, move, stand, and lift.
- Occasionally lift and/or move up to 15 pounds.
- Requires the ability to operate, maneuver and/or control the actions of equipment, tools, and/or materials used in performing essential functions.

### Learning Outcomes

Throughout the internship, students will develop and strengthen the following skills:

- Develop practical marketing skills in outreach, networking, and community engagement.
- Gain hands-on experience in promoting sustainability initiatives.
- Learn strategies to build and maintain community and business relationships.
- Improve communication, time management, and project coordination skills.
- Build experience working collaboratively with other departments and co-workers to support shared goals.