

ReBuilding Center Deconstruction Administration

Position Title: Intern

Reports to: Deconstruction Dept. Manager & Administrative Assistant, Volunteer Coordinator

Overview of Position: Assist staff in processing the information associated with and generated by the Deconstruction Services division of The ReBuilding Center, located on N. Mississippi Avenue

Specific Tasks

- * Enter data relevant to Safety Department
- * Produce inventory of reclaimed materials
- * Research similar organizations for best practices models to assist in assessment of materials
- * Format data into Excel spreadsheets
- * Research projects relevant to deconstruction practices

Time Requirement: Two to four hours per week, anticipated.

Special Skills/Education: Thirst for knowledge and sense of humor required. Basic Requires knowledge of Excel, Outlook, basic office systems and functions, good typing skills, and knowledge of Excel is helpful.

Benefits: Interns will gain insight into different facets of building debris waste reclamation, including material assessment pricing, tax deductions, safety issues, and LEED certification. Knowledge developed here will be useful to those considering fields in waste abatement, Green building and social entrepreneurship. other engineering related fields. (okay, this seems definitely shaky.)

From the beginning, The ReBuilding Center of Our United Villages has been powered by hundreds of volunteers. We would not be here without your support.

THANK YOU!