

## THE RE Store: Computer Science Internship: Salvage Systems

RE Sources is a non-profit environmental education and advocacy organization. Our mission is to promote sustainable communities and protect the health of northwestern Washington's people and ecosystems through science, education, advocacy, and action. Our vision is for people in northwest Washington to live satisfying lives in accord with the ecosystems we depend on — generation after generation. Current programs include The RE Store, Clean Water, Clean Energy and Sustainable Schools.

The primary goal of THE RE Store is to divert as much reusable material as possible from the landfill. The RE Store's Salvage program provides delivery, pickup, salvage, and deconstruction services to Bellingham and the surrounding area.

### Commitment

This is a part-time, unpaid position for 10-15 hours per week, on-site, Monday through Thursday. One quarter minimum duration. Intern reports to Volunteer and Jobs Training manager Andy Eddy and Salvage Services Manager Kayla Janyk.

### Role

The RE Store seeks a motivated intern to be responsible for adapting an open source Google Script project, or developing a new Google Script, to enable a paperless pickup ticketing and tracking workflow for the Salvage program. The RE Store has defined project inputs and outputs for accepting Google Form submissions and creating calendar entries and email notifications. Learning is broken up into three sections that will overlap during the duration of the internship.

#### I. Learning Progression Phase 1 - Introductions

During the first unit the intern will aid in the receiving, processing and organizing of donated and salvaged materials at The RE Store. They will focus mainly on getting acquainted with the operations of the salvage program, working directly with the crew to complete administrative duties. The goal of the first unit is to learn about Salvage program operations and systems.

#### II. Learning Progression Phase 2

The second unit focuses on the one system currently in place for tracking salvaged materials value and distributing appropriate paperwork to donors and customers. The intern will become familiar with the varying inputs and outputs and the requirements of the system. This unit will see the beginning of a new, digital system. Workshopping with Google Forms and Calendar, the intern should begin to develop the product.

#### III. Learning Progression Phase 3

Intern, Jobs Training Manager, and Salvage staff will conduct an assessment of the intern's progress leading up to the culminating project. The goal of learning unit three is the implementation of the new paperless system.

### **Qualifications**

The ideal candidate will possess the following skills and attributes:

- Ability to work with Google Forms, scripts, calendar, etc.
- Ability to work well as a team;
- Ability to follow directions closely;
- Ability to interact and communicate well with the public;
- Meet the program requirements of your school;
- The ability to initiate and follow through on projects;
- Excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment;
- Ability to meet deadlines;

### **Learning Opportunities and Responsibilities**

The intern will gain experiences in:

- Building materials
- Customer service
- Inside knowledge of the reuse industry
- Google Forms
- Product development
- Functional Design

### **TO APPLY**

Please email your availability over the desired four quarters (be specific), a cover letter addressing examples of your skills and attributes, and a resume of relevant experience to Andy Eddy, Volunteer and Jobs Training Manager, [andy@re-store.org](mailto:andy@re-store.org).