Mentor name, title, and department (the mentor is the direct supervisor of the PSI intern):
Jennifer Macotto, Development Director of the Arboretum

Proposed title for PSI intern position:
Sustainability Intern

Please describe the role of the primary staff mentor:
Fundraising, Marketing, Communication, Education and Outreach

Please provide a brief summary of your proposed internship (1-2 paragraphs):
We would like an intern who can help us with our goal to become a zero waste venue for weddings and other events. Our intern would work with staff, the UCSC Zero Waste Team, Grounds Services, and other campus resources to create and gather the necessary infrastructure and resources to be able to offer zero waste events. Our intern could then coordinate with individuals and organizations, including wedding and event planners, to plan and execute zero waste events.

What identifiable product or result do you expect the intern to achieve by the end of their internship?
Establish protocol, including rules, expectations, resources, contacts, and experience, for zero-waste weddings and other events held at the Arboretum

Statement of duties including % of time and description of duties:
Create zero waste infrastructure by working with campus resources
Work with wedding coordinators and event planners to plan zero waste events
Help educate and market the Arboretum as a zero waste venue

What skills will this internship strengthen?
Coordination
Marketing
Event planning

What value does this internship have for your unit/department and for the campus as a whole? It might be helpful to review the Campus Sustainability Plan in answering this question. Being able to market the Arboretum as a zero waste venue would attract more events, media,
and sustainability credibility to the campus as a whole. The Arboretum would be a leader among
campus departments and an example of what is possible.

**How will you evaluate your intern’s success?**
The intern and mentor will set mutual goals at the beginning of the year and evaluate success
based on the progress of said goals.

**What staff/faculty, other than you, will the student intern interact with regularly and in
what capacity?**
Martin Quigley, Acting Director of the Arboretum, for final decisions in regards to composting
and other sustainable ventures at the Arboretum.
Theresa Milam Thomas, Office Manager, to coordinate facility rentals, reach out to wedding
planners/event coordinators, and coordinate zero waste infrastructure and resources

**If there are any resources that the intern will need that your office cannot provide, please
explain (i.e. computer, printer, key documents?):**