



City of
Alhambra



REPUBLIC
SERVICES

2023 CITY OF ALHAMBRA AND REPUBLIC SERVICES SUMMER INTERNSHIP PROGRAM

Republic Services, Inc. is an industry leader in U.S. non-hazardous solid waste and recycling. Through its subsidiaries, Republic's collection companies, transfer stations, recycling centers, and landfills focus on providing reliable environmental services and solutions for commercial, industrial, municipal, and residential customers. Republic and its employees believe in protecting the planet and applying common sense solutions to customers' waste and recycling challenges.

Recognizing teamwork and education is essential to creating environmental change. Republic Services is working with the City of Alhambra to help High School and College age (18+) students reach waste reducing goals within the City and become leaders in the five R's; Refuse, Reduce, Reuse, Repurpose, and Recycle. As such, Republic Services is proud to announce the 2023 City of Alhambra and Republic Services Summer Internship Program.

Summer Internship Program Overview

Republic Services will offer one paid summer internship for a high school and/or college student over the age of 18 who resides in Alhambra. The internship will be offered as an 8-week opportunity for students interested in an onsite immersion program where they can experience the day-to-day activities of working in a Fortune 300 corporate environment rated as one of Forbes' Great Places to Work.

All High School and/or College students, at least 18 years of age, residing in the City of Alhambra, are eligible to apply for this internship. Interested students must complete an application consisting of their basic contact information, a copy of their most recent transcript, and a 750-1,000-word essay describing why they are interested in participating in Republic's Internship program. Complete applications to Republic's First Annual Internship Program must be **submitted no later than Sunday, May 21, 2023**, to alhambra@republicservices.com.

Upon receipt of all completed applications, a panel of Republic's management team will review the applications and select one intern to participate in the program.

Republic's internship program will commence on **Monday, June 5, 2023** and conclude 8-weeks later on **Friday, July 28, 2023**; prior to the first day of instruction of the next academic year. The internship program will be offered four-days per week (Monday, Tuesday, Wednesday and Thursday), and the intern shall work no more than 20 hours per week during the 8-week program. The internship will take place in Republic Services' Alhambra office at 104 S 1st St, Alhambra, CA and Republic Services' Sun Valley office at 9200 Glenoaks Boulevard, Sun Valley, CA. The

intern will be paid **\$16.04** per hour worked by Republic Services and will also receive a daily transportation pass via LA Metro if they are unable to provide their own transportation each day. At completion of the program, participating students will have received approximately **160** hours of real-world work experience while at Republic Services.

Republic Services' summer internship program will be comprised of a rotational cohort of instruction where they will be job shadowing Republic employees in multiple facets of our daily business.

Week 1-2

Internship participants will shadow our team of operations management members and supervisors. They will get the opportunity to ride along with a driver on a collection route, experience real time data systems management, participate in communications between the hauling division and the field, find solutions to complex collection needs as they arise, and help develop efficiencies and improvement along transportation routes. Students will also be exposed to the basics of GIS mapping, GPS tracking/reporting, dispatch communications, and video technology utilized on our vehicles. Participants will even be given tours of a transfer station, maintenance shop, an active landfill, and a large-scale materials recovery facility.

Week 3-4

Internship participants will shadow our finance and billing teams. Participants will learn the basics of accounts payable and receivable. They will assist with monthly invoicing and billing for a wide array of customer types. They will learn the basics of business profit and loss reports and help the team reconcile an existing month's finances while helping to forecast for the following month. Interns will also learn about the US Consumer Price Index and assist the financial team with mock rate adjustment calculations for a variety of customer types. Participating students will be exposed to the basics of using Microsoft excel and a variety of formulas used to generate results on financial reporting mechanisms.

Week 5-6

Participating students will shadow a Sales Manager and sales team members. They will learn about sales goals, tracking sales activities, and ways in which to prospect new customers not currently serviced by Republic Services. They will learn all about State diversion mandates (AB 341, AB 1826, and SB 1383). They will assist Sales team members in how to educate existing customers about these laws and encourage them to enroll in mandatory recycling and/or organics collection services. They will assist the Sales team in the field when meeting with customers, following-up on new service requests, conduct onsite waste assessments of current and prospective customers, and how to document all of these activities within a sales-oriented software platform.

Week 7-8

Participating students will shadow our Municipal Management and Community Relations team working with the many municipalities in which Republic provides collection services to. Interns will take what they learned during the Sales team cohort and apply them on the next level during this 2-week course. Interns will attend a routine compliance meeting with one of our Municipal customers. They will participate in community events and help educate the public about traditional recycling and organics collections. They will assist the team in the production of public facing

marketing efforts such as newsletters, brochures, website development, social media posts, advertisements, etc. They will also assist the team in drafting correspondence to municipal customers and the public.

After this 8-week cohort of work experience and education, participating interns will have received a wide array of instruction and exposure to transportation operations, finance, sales, and public and government affairs/relations. The intent of this developed program is to provide young students with possibly their first exposure to the corporate business world and explore different subject matters that they possibly did not know they would be interested in prior to their summer internship. At the end of each summer internship program, participating students will be asked to complete a survey and provide an end of summer evaluation. This way Republic will receive genuine responses about what the students enjoyed most and least about their experience. Republic will use these annual responses to help us tailor the internship program to best meet the students' needs/expectations and help improve the quality of the experience year over year. Our overall hope is that students leave the summer internship learning more than they ever could have imagined. Perhaps, they'll even develop an interest in potentially becoming a future employee for Republic Services.

2023 Application Details

Deadline

- Entries must be submitted to alhambra@republicservices.com no later than May 21, 2023.

Eligibility

- Applicants must be a resident of the City of Alhambra.
- Must be 18 years of age or older.
- Must be a student or recent graduate.
- Must prepare an essay following the Writing Guidelines below.
- Must submit a copy of their most recent transcript.
- Must have reliable source of transportation to Sun Valley Office or make arrangements with Republic Services for transportation via the LA Metro.
- NO GPA requirements.

Compensation

- Intern will be paid \$16.04 an hour for hours worked (approx. 160).

Writing Guidelines

- Applicants must write an original, unpublished essay describing why they are interested in participating in Republic's hosted program to be considered for the opportunity. Entries must be in English and be 750 to 1,000 words in length, typewritten and double-spaced in 12-point font. Facts and quotations should be appropriately cited either in the body of the essay or in footnotes.
- Essays must address the following questions: Why you would like to intern for Republic Services? How will this program help you in your academic and career goals?

Submission Guidelines

- Send entries to alhambra@republicservices.com.
- Entries must include your full name, e-mail address, home address, phone number, and date of birth, in that specific order.
- Please include your essay as an attached PDF document.
- Please include your most recent transcript as an attached PDF document.

Please direct all questions to alhambra@republicservices.com.

