Community Environmental Services (CES) in the Center for Urban Studies at Portland State University is recruiting applicants for the Recycling & Reuse Coordinator position on the Waste Minimization Team (WMT) for the Port of Portland Technical Assistance Project. Since 2003, CES has worked with the Port of Portland to implement a Waste Minimization Program. The program aims to reduce the landfill-bound waste stream and materials consumption at Port of Portland facilities through innovative projects and partnerships as well as tenant and employee education. See CES’ website for more about the Port of Portland Technical Assistance Project and Community Environmental Services: [http://www.pdx.edu/ces/](http://www.pdx.edu/ces/).

**Position Summary:** The position will work with the existing Waste Minimization Team in support of ongoing resource recovery projects being conducted at Portland International Airport. In addition to the main focus on reuse and recycling, this position is also responsible for assisting airport tenants with sustainable disposition of materials. Other components of the work may include the PDX food waste diversion program, PDX de-planed waste diversion program, and the ongoing airport and Port comprehensive waste minimization efforts.

**Appointment Type:** Graduate Assistant, 0.49 FTE (19.6 hours/week)  The conditions of GA employment are regulated by the Graduate Employees Union CBA.

**Appointment Term:** June 2019- June 2020

**Primary Responsibilities:**

- Manages materials flowing through Central Waste Area and generated from tenants.
- Completes data collection efforts associated with reuse and recycling.
- Assists with waste characterization studies as needed.
- Assist with data entry, analysis, and reporting.
- Delivers equipment and materials to/from airport tenants as needed.
- Coordinates regularly held events: Spring and Fall Clean-up, Earth Day, and waste sorts
- Maintains professional relationships with local partners for donations and recyclables.
- Assists in the design and production of program outreach materials related to recycling and waste minimization efforts.
- Conducts outreach to material collection organizations to ensure diversion of waste materials.
• Collaborates and communicates with various program partners, Port departments, and PDX tenants to accomplish materials diversion and reduction goals.

• Attends monthly, Waste Minimization Team meetings, CES staff meetings, and one-on-one meetings with the CES Project Manager.

• Port Events - Work with Port HQ and the WMT to assist with recycling, composting, and landfill at Port Events (One Port, Holiday Party, SeaPort, etc.) This includes continued education to Port employees and tenants about ways to reduce waste at events and creative ways to showcase increased waste diversion efforts to encourage minimal waste in the future.

Requirements:

• Must be enrolled in PSU graduate program currently and through Spring term 2020 at 9 graduate credits per term

• Interested in solid waste, recycling, reuse and/or other materials diversion systems.

• Must be able to safely lift 50 lbs. as part of daily work requirements.

• Must be able to do physical work on a regular basis such as lifting, bending, and loading.

• Excellent written and verbal communication skills.

• Excellent organizational skills.

• Able to work independently and cooperatively.

• Competency with MS Office: Word, Excel, and PowerPoint.

• Must have valid driver’s license and clean driving record.

• Must be able to drive a large pickup truck and be comfortable doing so.

• Must be able to pass federal background check.

• Competent working independently, as well as cooperatively on a team.

How to Apply:

Applications will be reviewed and interviews will be scheduled on a rolling basis, so applicants are urged to submit their applications as soon as possible. Please email resume AND completed application questions (provided below) no later than June 14th to CES Program Administrator, Molly Parkan: mparkan@pdx.edu. Please put “CES Reuse & Recycling Coordinator” in the subject line of the email.
Recycling & Reuse Coordinator

Supplemental Questions

Community Environmental Services

Spring 2019

Name:                                               PSU Email:                                           Personal Email:                                       Phone:

Please respond to the following questions in a 100-250 word answer per questions:

1) What interests you about the Reuse & Recycling Coordinator in particular?

2) Please describe any experience you may have had in re-using, donating, diverting/recycling, and/or managing materials such as odd plastics, furniture, wood, food, and/or construction materials.

3) What is your knowledge of recycling, composting, waste prevention, sustainability, energy efficiency, and other conservation practices?

4) Provide an overview of experience you have with outreach/engagement.

5) What PSU program are you currently accepted in and what is your anticipated start date and graduation date? (Quarter and Year)

6) Do you have a valid Oregon (or other state) driver’s license? If yes, when did you obtain it?

7) Do you have a clean driving record?