Community Environmental Services (CES) in the Center for Urban Studies at Portland State University is recruiting applicants for the Materials Management Coordinator position 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 tenant, employee education. For over 26 years CES has worked directly with local governments, educational institutions, and private-sector partners, to develop and improve materials sustainability programs, through education, technical assistance, and research. CES seeks highly organized, enthusiastic, self-motivated students interested in gaining hands-on experience working in recycling outreach, waste prevention program implementation, and materials diversion and analysis while simultaneously achieving their educational goals at PSU. CES champions PSU’s motto *Let Knowledge Serve the City* by directing students to real-world challenges where classroom theory becomes applied solutions. 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/).

The Materials Coordinator will work in partnership with the three other CES Waste Minimization Team members to implement and support the Waste Minimization Program at the Portland International Airport (PDX). The primary focus of this position will involve outreach, assistance, education, and materials management organization for vendor management and Port of Portland staff. Tasks will include hands-on oversight of materials flowing through the Central Collection Area and materials generated by construction and demolition; on-site visits to PDX tenants; relationship building with outside agencies whom are interested in gathering materials for reuse and diversion from landfill, primary research, materials assessments, analysis, and reporting; communication with program partners; and other special Port projects.

The Materials Management project support staff positions are compensated at $13.00 per hour to start and increases depending on experience and employer reviews. The position is 20 hours a week, start date to be determined upon hire, preferable ability to begin the first week of January 2017.

The preferred candidate will be familiar with recycling and solid waste systems and/or materials management/diversion and reuse programs, have experience working in a professional office environment, the field, and interested in improving sustainability practices. The preferred candidate will have an interest in working with large complex institutions to promote resource conservation activities. Providing a high-level of dedication, rigorous hands-on fieldwork, organization, and attention to detail and data collection are all crucial aspects of this position. Preference will be given to those who display professionalism, an organized approach, and experience in multi-tasking. Applicants for this position must currently be an enrolled student at PSU and maintain “student status” and be taking a minimum of 5-6 credits through Winter 2018; preferably through Winter 2019.
Position Summary: The position will work with the existing Port Technical Assistance Team in support of ongoing resource conservation projects being conducted at Portland International Airport; in addition to the main focus on the materials management and construction and demolition materials that is position-specific. The other program components can include the PDX food waste diversion program, the PDX de-planed waste diversion program, and the ongoing airport and port comprehensive waste minimization efforts.

Primary Responsibilities:
- Manages materials flowing through Central Collection area.
- Manages materials generated from construction and demolition areas.
- Completes data collection efforts as required for materials management position.
- Assists with waste characterization studies as needed.
- Delivers equipment and support materials to airport tenants as needed.
- Attends monthly, Waste Minimization Team meetings, CES staff meetings, and one-on-one meeting with the CES Project Manager.
- Assists in the design and production of program outreach materials related to recycling and waste minimization efforts.
- Assist with data entry, analysis and reporting.
- Conducts outreach to material collection agencies to ensure diversion of waste materials.
- Collaborates and communicates with various program partners to accomplish materials diversion and reduction goals.

Requirements:
- Must be enrolled in PSU graduate or undergraduate program currently and through Winter term 2018 at 5-6 credit hours.
- Knowledgeable in the solid waste, recycling, reuse and/or other materials diversion systems.
- Must be able to safely lift 50-75 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 and comfortable to drive a large pickup truck.
- Must be able to pass federal background check.
- Competent working independently as well as on a team.
POSITION ANNOUNCEMENT

Please email cover letter, resume, and completed application questions by 5:00pm Friday, December 23rd, 2016, to CES Project Manager, Emily Murkland at emcary@pdx.edu. Please put “CES Materials Management Coordinator” in the subject line of the email.

Materials Management – PDX Support Position Supplemental Questions
Community Environmental Services
Fall 2016

Name:
PSU Email: Personal Email: Primary Phone:

Please respond to the following questions in a 150-250 word answer per question:

1) What interests you about CES and Materials Management Position 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, and/or construction materials.

3) You will be required to deal with multiple tasks, priorities and deadlines – describe 2-3 techniques or methods you use to keep yourself organized and advance complex projects.

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

5) Describe your understanding of waste minimization programs, particularly related to on-going materials from food service and retail and/or construction demolition materials.

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

7) You will be working with various groups of people and teams throughout the Port of Portland and the PDX Terminal. Describe your experience in communicating with and motivating different audiences, particularly in relation to waste minimization/recycling/diversion programs.

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

9) Do you have any technical computing skills (Adobe Creative Suite, Excel, etc)? If so, please describe.

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

11) Do you have a clean driving record?

12) Do you have any foreign language skills? If yes, please provide language and skill level.

Language______________________ Beginner Intermediate Advanced Fluent