Community Environmental Services (CES) of the Center for Urban Studies at PSU is recruiting applicants for the Waste Minimization Outreach Coordinator as part of the Port of Portland Technical Assistance Project (PTAP). Since 2003, PTAP has reduced the landfill-bound waste stream at the Port of Portland through innovative projects and tenant/employee education.

**Position Summary:** Project management and programmatic oversight to Portland International Airport (PDX) food and beverage vendor management and staff. This is an exceptional opportunity for professional development in the sustainability field.

The successful candidate will have:

1. Demonstrated outreach and engagement, presentation, and communication skills
2. Ability to organize and participate in periodic waste assessment studies and assist in primary data analysis and reporting
3. Familiarity with and interest in waste minimization programs, especially related to food systems
4. Top notch ‘people skills’, in order to collaborate and build relationships with program partners
5. A passion for working with local organizations to improve food and materials recovery
6. Ability to tend to details and work independently

**Primary Responsibilities**

1. Serve as primary point of contact for concessions managers and staff, including:
   - Presenting at monthly managers’ meetings
   - Conducting site visits,
   - Providing technical assistance and management/employee trainings

2. Oversee the award-winning PDX Food Donation Program. Coordinate with current program partners and continually seek new opportunities for growth of the program.

3. Help Project Lead implement ongoing special projects, including:
   - Biannual Port-wide cleanup event
   - Implementing the Port’s Zero Waste Plan
   - Implementing Fiscal Year Goals for Port-wide waste minimization
   - Growing relationships with key partners to further develop the waste minimization program throughout various airport and headquarters programs

4. Conduct waste assessments for all new restaurants including coordination with restaurants, data analysis, reporting, and debrief with restaurant managers.

5. Assist with the design and production of program outreach materials.

6. Attend bi-weekly Port staff meetings, and monthly CES staff meetings.

**Primary Requirements**
Must be currently accepted in a PSU graduate program and fully enrolled by Spring quarter 2017.
Must maintain student status through at least Spring quarter 2018 (through Winter quarter 2019 preferred).

- Excellent verbal communication and organizational skills.
- Effective in coordinating multiple tasks independently and ensuring timely completion of professional-grade work outcomes.
- Able to work independently as well as on a team.
- Familiar with MS Word, Excel, PowerPoint, and Outlook.
- Available to work a variable schedule, and very occasional late evenings and weekends.
- Able to conduct high levels of sustained physical activity – lift up to 35lbs, bend, stoop, climb, walk two (2) miles.
- Must have valid driver’s license and clean driving record, and be able to drive a passenger car and/or large pick-up truck.
- Subject to an FBI background check.

General Preferences
- Familiar with recycling and solid waste systems a plus.
- Restaurant or business operations knowledge a plus.
- Graphic design and Adobe Suite knowledge a plus.
- Good sense of humor and ability to have fun while working hard!
- Ability to wear personal protective equipment (PPE) as needed.

This is a Graduate Research Assistant position (GRA) at 0.49 FTE (20 hrs/wk), including a monthly stipend and full tuition remission for a minimum of 9 graduate-level credits at PSU, beginning Spring 2017 term. Student will be paid hourly for hours worked Winter 2017 term.

CES is looking for enthusiastic, motivated students who are interested in gaining hands-on experience developing sustainability initiatives in a fast-paced consulting environment, while simultaneously pursuing an education at PSU. Preference given to students fully enrolled in or admitted to a related master’s or Ph.D. program at PSU such as urban planning, public administration, urban studies, leadership for sustainability education, business administration, environmental management, or other relevant fields and those who will maintain student status through end of Spring term (June) 2018.

Please email cover letter, resume, and supplemental questions by 5:00 pm on Friday, February 17, 2017 to emcary@pdx.edu. Please put “CES OUTREACH GRA Position” in the subject line of the email. Interviews will be held in February 2017, training in March 2017, and become an independent position in April 2017.
**Waste Minimization Outreach Coordinator –Supplemental Questions**
Community Environmental Services
Winter 2017

Name:

PSU Email: ____________________________ Personal Email: ____________________________ Primary Phone: ____________________________

1) What interests you about CES and the Waste Minimization Outreach Coordinator Position in particular?

2) Describe your level of knowledge of recycling, composting, waste prevention, sustainability, energy efficiency, and other conservation practices.

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

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

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

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?

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

Language__________________________

Beginner Intermediate Advanced Fluent

Language__________________________

Beginner Intermediate Advanced Fluent