Job title: Project Lead, City of Portland Event Recycling Program

Project: Community Environmental Services - City of Portland Event Recycling Program

Overview: Community Environmental Services (CES) is recruiting applicants to fill one position with a highly organized, enthusiastic, self-motivated student interested in gaining hands-on experience working with materials management planning, recycling outreach, and waste prevention program implementation, while simultaneously achieving their educational goals at PSU. CES espouses PSU’s motto let knowledge serve the city by directing students to real-world challenges where classroom theory becomes applied solutions. CES works directly with governments, educational institutions, and private-sector partners to develop and improve holistic material management programs, with over 24 years of experience through education, technical assistance, and research.

The preferred candidate will be very familiar with recycling and the Portland Metro solid waste systems, have experience working in a professional office environment, delivering customer service and working with excel and other Microsoft office applications. The preferred candidate will have strong communication skills and will be interested in improving waste minimization, recycling, and material management practices. Providing a high-level of dedication, rigorous hands-on fieldwork, attention to detail and technical report writing are all crucial aspects to this position. Preference will be given to students enrolled in related programs such as urban planning, public administration, urban studies, environmental science, or other relevant fields. Applicants for this position must currently be an enrolled student at PSU and maintain “student status” through June 2016.

Please email a cover letter, resume, and a document answering each of the questions outlined in this posting by 5:00pm on Friday, February 20th to Moonrose Doherty and Lisa K Bates, at Community Environmental Services (moonrose@pdx.edu and lkbates@pdx.edu). Please put “CES PER Position” in the subject line of the email. All application material received after the deadline will not be considered.

Project Information The project lead is responsible for leading the City of Portland Event Recycling program (PER) which includes coordinating with event organizers and staff during the busy seasons (May – September – upwards of 150 events), scheduling equipment deliveries and pick-ups, management of the CES/PER phone, voice mail, and email communication systems, event recycling/composting educational outreach, and event recycling/composting planning, as well as during the off season (October – April). This position is also responsible for maintaining the PER/CES tracking database, coordinating with CES field staff, and writing reports for the City of Portland. The PER project lead is responsible for offering in-depth technical assistance over the phone and email resulting in on loan recycling and compost equipment being provided for use at public events. Program services are typically initiated by the event coordinator contacting the PER project coordinator. Service by the PER program typically ends with the pick-up or return of the event recycling equipment; all of which is coordinated by the CES/PER project lead. The project lead reports to the director of CES. This is a full-time student position in the busy summer season, and adjusts to less than part-time in the winter. All work is split between office hours (located in MCB on PSU campus) for coordinating all details and pick up times for event with event coordinators, as well as managing PER staff hours, and rigorous field work, which involves picking up
equipment from various locations around Portland, or meeting event coordinators at a storage cage on the PSU campus.

**Primary Responsibilities**

- In-depth verbal and written communication skills – communicating with event coordinators about reducing waste at their events.
- Overall understanding of recycling and composting in an event setting.
- Overall understanding of where recycling, landfill-bound waste, and compost materials are transported to within the Portland Metro region (post-collection from the event).
- Exceptional organizational skills – scheduling many different event time frames, as well as PER staff, coordination with the City of Portland contact, and the CES director.
- Maintaining and updating Google Calendar for all CES staff conducting PER work.
- Providing personal cellular telephone as secondary means of contact throughout the peak seasons (project lead receives an additional stipend for personal cell phone usage).
- Uttermost attention to driving skills – must have the ability to safely maneuver a Ford F250 pickup while towing a box-style trailer.
- Attention to details and ability to track specific amounts of equipment to load, deliver and receive.
- Ability to lift 50 lbs.
- Ability to lift awkward and heavy equipment repetitively on a daily basis during peak season.
- Creating and writing mid-season and end-of-year technical reports.
- Provide clear and informative information over the phone.
- Report and track numerical data and information to data analyst, CES Director, and City of Portland.
- Appropriately represent the city of Portland and their free event recycling program to the public.
- Be held accountable to all CES and PER protocols and procedures.
- Other various office tasks and field work as necessary to complete the requirements of PER and CES.

**Minimum Qualifications**

Applicants must be a full time student currently enrolled in at least 5 credit hours at PSU for the duration of the 2014-15 school years. Applicant must also be in good academic standing within PSU at all times. Applicants must maintain “student status” through June 2016.

- Must have a valid driver’s license and pass an Oregon Drivers review test with the ability to drive.
- Must be able to safely and effectively drive a Ford 250 pickup truck, while towing a box-style trailer.
- Must be able to maneuver and lift heavy equipment – up to 50lbs.
- Previous experience in waste diversion, waste minimization, and/or waste audits.
- Proven previous project management skills.
- Excellent and very strong written and verbal communication skills.
- Ability to work independently and to manage time constraints and deadlines.
- Able to conduct high levels of physical activity for up to 4 hours at a time – lifting up to 50lbs, bending, stooping, climbing, ability to walk 2 miles.
- Works well in a team setting.
- Strong personnel management skills.
- Passion for environmental sustainability and waste minimization.
- High competency with Office (Excel and Word experience a must).
- GIS, Adobe, and SPSS a plus.
- Ability to wear personal protective equipment (PPE) as needed.
- Work some hours during evenings and weekends.
Community Environmental Services

Project Lead – Portland Event Recycling Position

February 2015

Name:

Primary Email:  
Primary Phone:

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Please respond to the following questions in 150-250 words per question:

1. What interests you about CES and the city of Portland Event Recycling (PER) program in particular?

2. Why are you interested in the Project Lead position for the PER program?

3. Please describe any experience you may have had in reducing waste for an event setting, or in any other group situation.

4. Describe your experience with municipal solid waste and/or waste audits and your knowledge of recycling, waste prevention and other material conservation practices.

5. How will this position help you achieve your future career goals?

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

7. Describe any experience you have had with having to be extremely organized, communicating detailed information and multitasking.

8. 

9. What is your level of experience with Microsoft Excel, other Microsoft office applications, and technical report writing?

10. Do you have a valid Oregon Driver’s license AND do you have the ability to drive a vehicle in Oregon? If yes, when did you obtain it?

Yes___ No___

10) Do you have foreign language skills? If yes, which language and at what proficiency?

Language:_________________ Beginner Intermediate Advanced Fluent