



BENTON COUNTY INTERNSHIP OPPORTUNITY

SUSTAINABLE MATERIALS MANAGEMENT

DEPARTMENT:	Community Development	SALARY:	\$15-18 per hour, depending on experience
WORK SCHEDULE:	Up to 20 hours per week	DURATION:	Through June 2023
DEADLINE TO APPLY:	October 28, 2022	START:	Early November 2022

GENERAL STATEMENT OF DUTIES: The position will support the Benton County Solid Waste Process Work Group, “Benton County Talks Trash”, a project informing the future of sustainable materials management and solid waste in the county. This position will also support the Solid Waste Program’s various initiatives to reduce the environmental impact of materials in Benton County. Activities for the position include administrative tasks, community outreach, data analysis, policy research, and project development and implementation. This position will have the opportunity to work in the Community Development offices or in a hybrid remote setting, with required in-person presence at specific meetings.

SUPERVISION: Intern will work under the supervision of the Benton County Solid Waste Program Coordinator, and will report to the Community Development Department Deputy Director.

ESSENTIAL DUTIES & RESPONSIBILITIES: Duties will include assisting staff to:

1. Provide administrative support for the Benton County Solid Waste Process Work Group, “Benton County Talks Trash”;
2. Analyze data to inform sustainable materials management discussions and program strategies;
3. Research sustainable materials management policies and best practices;
4. Develop presentation and education materials for County leadership, staff, and the general public on sustainable materials management;
5. Update the County’s Solid Waste Program webpages (training will be provided) with educational materials and related information; and,
6. Work with staff to develop emerging projects and support ongoing implementation efforts;

MINIMUM REQUIRED QUALIFICATIONS

Demonstrated knowledge of and/or interest in sustainable materials management policies, actions, analyses, outreach, and education. Degree or substantial coursework in or related to climate change, sustainability, environmental policy, or related areas preferred.

Ability to: work independently with guidance; work effectively within a team; communicate effectively both orally and in writing; and, provide innovative ideas and approaches to move efforts forward. Intern must be able to perform the essential functions of this position with or without accommodation.

To apply, submit a resume and cover letter via e-mail or mail to:

Linda Ray: Linda.Ray@Co.Benton.OR.US
 Community Development Department
 4500 SW Research Way
 Corvallis, OR 97333

Benton County is in full compliance with the ADA and is an Equal Employment Opportunity Employer that values diversity in its workforce and encourages all qualified women, minorities, and persons with disabilities to apply. Applications are considered based on qualifications without regard to race, religion, gender, sexual orientation, national origin, age, marital or veteran status, medical condition or disability, or any other factor prohibited by law or regulation.