



Department of Planning, Public Policy and Management Internship Posting

Organization Information

Name of Organization	NextStep Recycling
Street Address	2101 W. 10 th Ave
City, State Zip Code	Eugene, OR 97402
Web Site	www.nextsteprecycling.org

Contact Information

Site Supervisor & Title	Isbel Ingham, Development Director
Work Phone	541.686.2366 x119
E-mail Address	isbel@nextsteprecycling.org

Description of Organization:

NSR seeks to create a network of people who are committed to the shared values of preserving our environment, working to bridge the digital divide, and enhancing the quality of life around the world. provides individuals and groups the opportunity to learn about the impact electronic waste has on our environment and to provide technology to those who do not have access. Access to computers and the Internet and the ability to effectively use this technology are becoming increasingly important for full participation in America's economic, political and social life.

NSR has 18 paid staff and hundreds of volunteers.

We are primarily a warehouse, however the intern would, for the most part, work in the admin offices.

Internship Description:

JOB SUMMARY: Responsible for recruitment of volunteers, including Lane County Master Recyclers and others who will assist NextStep Recycling program's ability to provide services to our community

JOB RESPONSIBILITIES:

Provide information to the community regarding agency programs and volunteer opportunities. This includes the organization and presentation of public relations-related materials.

Recruit volunteers and facilitate their screening, placement and training in coordination with the agency's Development Director and Executive Director;

Develop and maintain working relationships with collaborating organizations including job assessment programs, social service agencies, businesses, and professional and community groups; Share responsibility for office coverage including crisis intervention;

Complete accurate, legible and timely documentation of services delivered in accordance with NextStep Recycling's information management system;

Effectively work with individuals of diverse backgrounds;

Provide professional communication and leadership in a variety of meeting/presentation settings that support open, honest communication and inclusion of diversity;

Meet program service standards set forth by the Development Director and

Executive Director regarding quantity, type and quality of services to be delivered to volunteers and clients.

Minimum Qualifications: Describe the knowledge and skills required. Indicate if a particular skill is preferred or required.

REQUIREMENTS AND QUALIFICATIONS:

Any combination of experience and training that would likely meet the following requirements:

1. Ability to effectively work within a strength-based, integrated community support service delivery model;
2. Ability and willingness to work as a team member and support NextStep Recycling's mission and goals;
3. Ability to communicate effectively, both speaking and in writing;
4. Valid ODL and history of safe driving;
5. Sensitivity and ability to relate to people from diverse lifestyles and cultures;
6. Possess good organizational skills and ability to prioritize multiple and varied tasks.

THIS JOB ALSO REQUIRES THE FOLLOWING PHYSICAL ACTIVITIES:

Repetitive motion, prolonged sitting, and extensive visual involvement.

Ability to efficiently travel in order to perform duties and other agency related errands.

Moderate lifting.

Hours: The academic term is 10 weeks.

Anticipated hours/week:

Pay: Indicate if internship is paid and whether the pay is an hourly wage or stipend.

Yes

Hourly Wage:

Stipend:

No

Term of Internship: Internships are offered on an academic term basis. Students secure their placements in the term prior to the start of the internship. Indicate the academic term(s) or "ongoing" if the internship is continually available.

Fall (Aug. 15) Winter (Nov. 15) Spring (Feb. 15) Summer (May 15) Ongoing

Student Application Procedure & Deadline

E-mail résumé to site supervisor

Phone call to site supervisor

Other:

Application Deadline: