**Community Environmental Services**

## Sustainable Products in Native Businesses Collaboration Assistant

**July 2025**

# **Position Details**

This collaboration assistant will support the ongoing work of Center for Public Service (CES and Institute for Tribal Government), in their work to increase sustainable procurement practices in native communities in the Northwest. This position is funded by a grant from the EPA. This position will start in August and go through December 2025, with the potential for extension if the grant is also extended.

## Position Summary

# The Sustainable Products in Native Businesses Collaboration Assistant will support partnership work and implementation of a grant-funded EPA project to assist Native American tribal communities with pollution prevention by providing information on the use of alternative products. We will create and deliver a culturally-sensitive technical assistance training module with project partners and community members. Our project partners are Northwest Native Chamber, the Sustainable Purchasing Leadership Council, and the Institute for Tribal Governance at PSU. This position in particular will build on the existing work that has began in January 2024 and support recruitment and design of a future in-person training opportunity.

# **Job Duties and Responsibilities**

Project Management 5%

* Work with program leaders to create a workplan leading to the fall in-person event
* Create and implement a personal work plan so that it aligns with the overall program
* Follow up with project collaborators to ensure meetings, communications, research and deliverables are completed on time

Partner Collaboration Support 15%

* Act as a liaison between project partners when meetings are held and not all partners are present. This includes, taking and sharing meeting notes, and leading follow up discussions as needed.
* Support scheduling and agendas for partners meeting
* Participate in conversations about role definition to support efficacy of the partnership
* Organize shared documents and materials so all collaborators have access
* Serve as a trusted resource for all partners to share thoughts, resources, and information that will impact program success
* Develop expertise in topics related to sustainable procurement and native business that will move the partners work forward

Marketing and Outreach 40 %

* Create and share materials for participant recruitment in the in person and online training program
* Accurately describe the program, relevant technical information, and benefits to participants in conversation and email with possible participants
* Work with partners to support their unique outreach needs—scheduling meetings with community connectors, tabling at events, providing materials for their social media, following up on warm handoffs etc.
* Track and follow up with interested participants to provide necessary details for their participation in training opportunities

Event design and logistics support 40%

* Work with program partners to design an in-person training event in fall
* Support administration of programmatic response to needs identified through the design process such as: participant stipends, lodging and travel logistics, securing a venue etc.
* Incorporate cultural needs into the event programming and logistics as identified through the program design process

# **Qualifications**

The Collaboration Assistant must:

* Be interested in Native American communities, pollution prevention and/or other sustainable practices.
* Excel at professional communication, with the ability to communicate appropriately across disciplines, organizations and cultures
* Be competent with PSU Google suite products (Gmail, Google calendar, Google drive) and Zoom
* Be competent working independently as well as cooperatively on a team.
* Have experience with work planning, event planning and logistics, and providing administrative support across partners
* This position may be filled by an undergraduate or graduate student. They must meet PSU student [employee eligibility requirements.](https://www.pdx.edu/human-resources/student-employment)

# **Compensation and Schedule**

* Compensation will be between $17 - $20.57, based on qualifications and experience
* This position will work 15-20 hours per week. Weekly schedule can be set and will accommodate class schedule.

To apply, email your resume and cover letter to [publicservice@pdx.edu](mailto:publicservice@pdx.edu)