

# Internship Opportunity - McGill Office of Sustainability 2017

## POSITION

Waste Reduction and Diversion Intern

## CONTEXT

McGill's Sustainability Strategy – Vision 2020 – consists of 1 vision and 23 goals across five categories: Research, Education, Connectivity, Operations and Governance & Administration. One of these goals states that “zero waste (energy, water, solid, air) is the target for all activities at McGill”.

The University seeks to improve its waste management strategy and operations and reconcile them with its Vision 2020 objectives. To this end, a Waste Reduction and Diversion Task-Force has been established to identify opportunities to optimize McGill's waste management system.

In the short-term, the University has sought to assess the current state of its waste management activities and the work done in this area by its contracted service providers. New contracts for waste collection and recycling services will be drafted and awarded. However, much work needs to be done in order to harmonise processes, raise awareness and improve logistics. The Waste Reduction and Diversion Task-Force is working on short-term and long-term objectives, and needs a student to help coordinate and support its advancement.

## WHAT YOU CAN EXPECT

- A passionate work environment with a dynamic, supportive, and caring team.
- Personal and professional growth through careful setting of your own goals and objectives to work toward and reflect upon.
- Meaningful work that will contribute to the growth of the sustainability movement at McGill.
- Being able to be first and foremost a student.

## DUTIES:

The McGill Office of Sustainability (MOOS) is recruiting a Waste Reduction and Diversion Intern to:

- Benchmark performance with peer universities to identify potential areas of improvement and inform future action.
- Support the mandate of the Waste Reduction and Diversion Task Force by:
  - Searching for best practices in other universities;
  - Review existing and future regulatory requirements for waste minimization and diversion in an institutional setting;
  - Collecting the information being provided by the members;
  - Analysing pertinent waste reduction scenarios for McGill;
  - Preparing the relevant documentation for the meetings;
  - Organizing the logistical aspects of the meetings (once every 3 weeks).
- Spearhead the writing of a holistic Waste Reduction and Diversion Plan for McGill.
- Consult with administrative units to identify key actions according to McGill's 4R hierarchy (Rethink, Reduce, Reuse and Recycle).
- Propose realistic targets, actions and indicators.

- Provide ideas for an education and outreach campaign to better engage building occupants to improve waste reduction, sorting and diversion efforts.

### **REQUIRED SKILLS:**

- Previous knowledge/practical experience with waste management is considered a significant asset;
- Previous knowledge/experience with life cycle analysis is considered an asset;
- Familiar with lifecycle thinking and environmental management related concepts;
- Capacity to synthesise a large amount of information;
- High degree of professionalism and diplomatic skills;
- Good communication skills (spoken/written);
- Excellent research, analytical and organizational skills;
- Detail oriented;
- Self-starting, with ability to work independently with minimal supervision;
- Ability to keep track of, prioritize, and complete multiple tasks;
- English and French (written/spoken);
- Excellent knowledge of Microsoft Office software, especially Excel. Access an asset but not required;
- Students from all faculties are welcome to apply.

### **REPORTING**

The Waste Management Intern will report regularly to the Waste Reduction and Diversion Management Task Force co-chairs, and will be housed and supervised by the McGill Office of Sustainability.

Students from all faculties are welcome to apply.

**HOURS:** 10 hours per week

**DURATION:** February 2017 – June/July 2017

**RENUMERATION:** \$15.00 per hour + 4% vacation pay and compensation for legal holidays.

**HOW TO APPLY:** CV and cover letter should be sent to [amelia.brinkerhoff@mcgill.ca](mailto:amelia.brinkerhoff@mcgill.ca) by January 23, 5:00 PM.

*The McGill Office of Sustainability (MOOS) values the contributions that individuals who identify as members of marginalized communities bring to our organization, and encourages women, Indigenous people, people of colour, people identifying as LGBTTQI (lesbian, gay, bisexual, transgendered, two-spirited, queer, intersex), members of ethnic minorities, immigrants and people with disabilities to apply. Please indicate if you consider yourself to be a member of one of these groups and would like to be considered as such for the purpose of this hiring process.*