

Announcement Date: MARCH 5, 2010

**Mid-Missouri Solid Waste Management District
Temporary / Part-time Position**

**April 2010 – April 2011 Internship
\$9.00 - \$10.00/hr DOQ**

Temporary employees do not qualify for sick, holiday, or vacation pay. Paychecks are issued biweekly. The City of Columbia, MO through a cooperative agreement will act as fiscal agent.

Hours

Flexible hours, including evenings and weekends.

Location

Will work out of the Daniel Boone Building, 701 East Broadway, Columbia, MO. The Mid-Missouri Solid Waste Management District Office is located on the third floor.

Brief Description of Position Responsibilities

The successful applicant will be responsible for a waste reduction project; collecting and analyzing data from area private sector, city and county governments in an eight-county regional solid waste planning district. The applicant will prepare reports and presentations and assist with data collection for district grant projects. Specific duties will include maintaining the content of the MMSWMD website, preparing news releases and a quarterly newsletter, and the development of activities for recycling education. In addition, the applicant will work with the district manager to prepare and conduct presentations, programs and exhibits for MMSWMD waste minimization and recycling events. The applicant will be required to do some lifting. The applicant may travel within the district in their own vehicle to attend recycling events during the Fall and Spring months (mileage reimbursement at standard City rate).

Partial Listing of Minimum Qualifications

Must have excellent communication skills, an interest in working in local or regional government, and have the ability to work independently. Must be currently enrolled in college and have successfully completed at least 24 hours of undergraduate course work by the end of the Winter/Spring 2010 semester. General computer skills and effective verbal and written communication skills are necessary. In addition, the applicant must have working knowledge of Microsoft Excel, Word, Publisher and PowerPoint and have successfully complete statistical analysis course work. Must possess valid Missouri Driver's License and excellent driving record.

To Apply

Submit cover letter, resume, unofficial transcript of current academic program, and one to three letters of reference to the District Manager, Mid-Missouri Solid Waste Management Program, P.O. Box 6015, Columbia MO 65205.

Deadline

Until filled. Questions? Contact Cindy Jolly at 573-874-7574 or by e-mail at mmswmd@GoColumbiaMo.com

EOE:M/F/D/V.