Job Announcement: Reuse Specialist

**Who are we:** Green Star of Interior Alaska is a 501(c)(3) nonprofit organization formed in 1998 whose mission is to encourage reuse of materials, reduction of unnecessary waste, and increasing recycling efforts in Interior Alaska.

We have a small but dedicated staff, Board of Directors, and we are supported by volunteers. We operate under a democratically-governed “management team” in lieu of the traditional nonprofit model of an “Executive Director.”

Among Green Star’s programs is our Electronics Recycling program. Green Star processes electronics for recycling for the Fairbanks North Star Borough and surrounding Interior Alaskan Villages. In accordance with the “Three R’s” philosophy (reduce, reuse, recycle), Green Star aims to funnel “waste” electronics to be reused prior to being recycled as much as possible through the sale and donation of still-working electronics.

We are seeking a “Reuse Specialist” to carry out this aspect of Green Star’s mission.

**Who are you:** The “Reuse Specialist” takes ownership over the reuse and repurposing of used electronics at the Green Star warehouse through sales and donations. This role gives back to our community by keeping still-useful electronics out of the landfill, encouraging a culture of reuse, lengthening the lives of our technologies, providing a source of hard-to-find electronics accessories, and closing the technology gap by providing accessible technologies to lower-income Fairbanksans.

The ideal “Reuse Specialist” is an IT/electronics enthusiast, with an appreciation for how things work and a passion for building the reuse economy in Fairbanks.

You enjoy searching through and recognizing the immediate value in discarded objects.

You are skillful at identifying and researching the use and value of electronics components.

You enjoy developing connections with people and organizations, including community members with diverse backgrounds and a spectrum of ability levels.

You are both detail-oriented and a big-picture thinker. You are able to prioritize, work efficiently, maintain organized systems of inventory and tracking sales.
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Salary: $15 - 17/hr (DOE)


Hours: Part-time (20-30 hours per week).

Location: Fairbanks, Alaska

TO APPLY: Send your resume, cover letter, and contact information for three (3) references to info@iagreenstar.org. This position is open until filled, with a first review of applicants beginning Wednesday, September 21, 2022.

Duties & Responsibilities

- Engages with customers, electronics donation recipients, local businesses, and the general public via phone, email, and in-person.
- Evaluates incoming electronics waste materials for resale and reuse potential.
- Advertises items for sale using:
  - Direct sales to the public
  - Component sales to bulk customers
  - Consignment customers
  - eBay sales
- Collaborates with partner nonprofit and educational organizations to donate used electronics to good causes.
- Engages skilled volunteers to refurbish laptops, printers, and other household computer components for donation to social service agencies and their clients.
- Organizes and maintains safe, clean and efficient materials inventory and refurbishment operations.
- Performs minor repairs on computers and other electronics for reuse.
- Provides annual budget information to the Board of Directors.
- Adheres to all State and Federal regulations.
- Provides input to and adheres to Green Star policies and procedures.
- Accomplishes warehouse operations and organizational mission by completing tasks in a timely and organized manner.
- Maintains integrity of online sales accounts and fulfills timely shipping of orders.
- Creates and keeps accurate records and reconciles orders for customers.
- Updates job knowledge by researching technologies, pursuing educational opportunities, and sharing knowledge with others.
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- Participates seasonally with Green Star’s event recycling program as needed.
- Other tasks and duties as necessary to support Green Star’s mission.

Required Qualifications

- Basic working familiarity with computers and consumer electronics.
- Ability to lift 20 pounds consistently.
- Exceptional customer service and communication skills.
- Works well autonomously and collaboratively as an actively-engaged member of an inclusive team.
- Willing and able to learn.

Desired Qualifications

- Familiarity with a wide variety of electronics.
- Proficiency in Google Suite and Microsoft Office.
- Skills in electronics repair and refurbishment preferred.
- Highly organized and skillful at prioritizing tasks.
- Accountable and takes initiative.
- Experience making online sales using eBay or other platforms.
- Ability to work some weekends and evenings.
- Ability to lift 50 pounds individually and 100 pounds as a team.

Work Environment

- Warehouse setting with sales and office areas.
- Possible exposures to dust, loud noise, and hazardous materials.
- Standing and moving for moderate periods of time.
- Often or consistently moving/lifting/carrying objects up to 20 lbs.
- Weekend and evening hours for events or meetings as needed.

Nondiscrimination Statement

Green Star of Interior Alaska is an Equal Opportunity Employer and seeks to provide
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reasonable accommodations for applicants.

Green Star of Interior Alaska actively recruits, engages and serves members of our community regardless of race, culture, ethnicity, age, disability, religion, socioeconomic status, military service, sexual orientation, gender, gender expression, or marital or parental status. Green Star does not discriminate in the provision of service or support in its policies or actions.

COVID-19 Requirements

Please note that this position will require the applicant to comply with Green Star’s COVID-19 mitigation policies. All Green Star employees are required to complete COVID-19 vaccination, and applicants for this position will need to provide proof of vaccination if offered this position.