

ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT

We value and expect excellent customer service as well as teamwork and cooperation among all employees.

MISSION STATEMENT

(Adopted by Board of Supervisors, January 1996)

The Addison County Solid Waste Management District is a union municipal district that exists to cooperatively and comprehensively address the solid waste management interests of its member municipalities. The mission of the District is to:

- ◆ Promote waste reduction and pollution prevention;
- ◆ Maximize diversion of wastes through reuse, recycling and composting;
- ◆ Provide for the disposal of remaining wastes; and
- ◆ Seek environmentally sound and cost-effective solutions in all of its programs, services, and facilities.

Job Description

PUBLIC OUTREACH COORDINATOR – FULL-TIME Grade Level 8

REPORTS TO: District Manager

BASIC FUNCTION: The Public Outreach Coordinator promotes the understanding and value of specific waste reduction and diversion programs, including recycling, organics management, household hazardous waste/CEG waste diversion, and source reduction. The Public Outreach Coordinator assists District Manager and Program Manager with overall administrative and professional work in research, development, implementation, promotion, evaluation and maintenance of waste reduction and diversion programs consistent with the State and ACSWMD's Materials Management Plan.

JOB DUTIES AND RESPONSIBILITIES:

- Develops and implements public education, relations, outreach and marketing campaigns to promote increased waste reduction and diversion in the ACSWMD, which includes but is not limited to designing brochures, logos, advertisements, posters, signs, informational stickers and flyers;
- Makes frequent contact with haulers, businesses, institutions, schools, organizations and the general public, and effectively responds to situations that may challenge the District's mission, requiring a sophisticated degree of judgment, initiative, courtesy and tact;
- Demonstrates discretion with information on waste haulers and generators, including businesses, institutions, organizations, facilities and the general public relating to violations of the Waste Management Ordinance while providing non-regulatory technical assistance;
- Works as part of an office team to assist visitors, field phone calls and provide information, as necessary;
- Creates program evaluation materials and periodic survey projects, and prepares reports to the Board of Supervisors and committees, using program evaluation tools to measure and interpret data;
- Represents the District on local and state committees and other organizations;
- Writes the District newsletters for electronic and/ or mail distribution to all residents and businesses, and contributes to the ACSWMD Annual Report;
- Manages ACSWMD social media accounts including overall design, content and maintenance, and develops additional methods of promoting the District through social media;
- Performs all other related work as assigned in order to comply with the ACSWMD's Materials Management Plan.

ESSENTIAL DUTIES:

- Develops and maintains effective working relationships with local and regional officials, waste haulers, businesses, institutions and organizations;

- Responds to inquiries from member towns concerning outreach efforts. Responds to business requests for waste reduction/ diversion assistance, recycling bins and composters or compost toters. Maintains inventory of recycling bins and composters / compost toters;
- Makes educational presentations to businesses, in class presentations at schools and meets with various community groups to develop their commitment to waste reduction and diversion; coordinates school assembly programs and procures assistance from consultants, if needed;
- Assists Program Manager and District Manager with directing special events, (such as fairs, festivals, conferences, etc.), ceremonies, oral and visual presentations and workshops.
- Interacts with all media (print, television and radio) to generate public awareness of the ACSWMD mission and regulations, using press releases, targeted mailings and other means; maintains event list serves and mailing lists;
- Procures grants and writes grant applications, requests for proposals, project reports and other documents, as required;
- Plans, implements, promotes and evaluates multiple business waste reduction and diversion programs consistent with the ACSWMD Materials Management Plan, which includes conducting business and school waste assessments, designing incentive grant programs, recruiting businesses, institutions and schools to participate in food waste collection programs, and providing technical assistance.
- Supervises volunteers including an AmeriCorps Member.

SUPERVISION RECEIVED:

Works under the general management guidance of the Program Manager and the District Manager, who establish the public outreach plans and priorities of the District.

WORKING CONDITIONS:

- Often working in the field at businesses, institutions, solid waste facilities and community events. The remainder of work is performed at the Administrative Office, 8 AM – 4 PM, with flexibility to accommodate for evening and weekend work.
- Good working conditions with occasional exposure to the unpleasant aspects of working with solid waste.
- Occasionally required to work abnormal hours and on weekends, as needed, with frequent local travel.
- Duties require occasional light to moderate physical effort.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree and at least one year of experience in successful community outreach and program development. Experience in community relations and communications, as well as knowledge of environmental sustainability and waste management is preferred;
- Familiarity with Windows-based software, spreadsheets, databases, presentation software programs and desktop publishing software;
- Experience with website development and/ or maintenance, including social media;
- Excellent written and verbal communication skills, and ability to promote understanding for a wide range of audiences, age groups and personalities;
- Strong planning and organizational skills;
- Valid driver's license and access to vehicle for field work;
- Ability to function under pressure and meet deadlines while maintaining a cheerful and helpful attitude;
- Ability to work with minimal supervision, and to prioritize and organize the work schedule to work independently;
- Ability to resolve complaints utilizing diplomacy, discretion, persuasiveness and resourcefulness;
- Confidence in public speaking.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

This is a full-time, exempt position, with a starting salary of \$47,080 per year. Work for this position is frequently located in the field, with the administrative portion of work performed in the Middlebury office. Occasional nights and weekends for meetings, presentations or special events are required.

We offer excellent benefits, including: passionate and dedicated coworkers, paid leave; health, vision, dental and life insurance; and a retirement savings plan.

To apply: Please submit a cover letter, resume and 1-2 pg. writing sample via mail to: ACSWMD, Attn: District Manager, 1223 Route 7 South, Middlebury, VT 05753, or e-mail to teri@acswmd.org. Open until filled. The ACSWMD is an equal opportunity employer and encourages applications from all ages, genders, sexual orientations and races.