



Position Description

Posting Date: July 29, 2024

Application Deadline: August 19, 2024. Email resume and letter of interest to: Susan Schuller Executive Director, at admin@recyclingconnections.org. Position will remain open until a suitable candidate is hired.

Position: Program Coordinator

Hours: 20 hrs./week, mostly weekdays; however, may include some weekends and evenings.
Flexible hourly scheduling with prior approval.

Wage / Benefits: \$18.00 - \$20.00 / hour. Prorated paid holiday, vacation, and sick leave.

Position Overview: The primary role is to coordinate and implement projects, events, and/or outreach campaigns as part of Recycling Connections' staff team. This includes developing and managing educational materials in print and digital form. The position reports directly to the Executive Director and provides support for the organization's programming and internal operations.

Work Location: 1100 Main Street, Suite 130 Downtown Stevens Point. Occasional remote work days are possible. Outreach activities occur throughout the state, but primarily in central Wisconsin.

Job Description: *Actual position duties and hours may be subject to change based on funding sources*

- Conference, Events, & Outreach (50%)
 - Organize and/or coordinate participation at events for Recycling Connections (i.e. workshops, staffed booths, etc.)
 - Coordinate volunteers when needed
 - Manage Near Zero Waste Services and reuse inventory
 - Serve on the staff planning team for the state conference on waste and recycling (www.WIRMC.org)
- Service Contract Support (25%)
 - Recycling Connections has service contracts with different entities in the solid waste and recycling industry. This position will be asked to assist with one of the contracts, eventually taking a lead role in 6 months to a year.
 - Duties include tasks such as managing websites, communications to members, and basic bookkeeping duties.
 - Effectively communicate with the board of directors, members, and the public on related issues to the contract agreement.
 - Manage project budget responsibly and in consultation with the executive director
- Office & Organizational Assistance (20%)
 - Help answer phone calls as we host an information line for waste and recycling
 - Create and/or update educational and promotional materials with consistent branding (brochures, fliers, displays, etc.) for Recycling Connections
 - Maintain websites
 - Conduct social media campaigns
 - Assist with the Annual Report
- Program Development (5%)
 - Assist with the development of new projects when needed
 - Other duties as assigned by the executive director

Skills, Interests and Requirements: We are seeking a highly organized and self-motivated individual with an ability to handle multiple projects simultaneously with a high level of detail. The candidate must have the ability to work independently, and as part of a team.

Required: Four years of work-related and/or higher education-related experience. Demonstrated skills in outreach or education, community programming, and ability to work with diverse groups.

High proficiency in written, verbal, and customer-service communication skills; demonstrate good project management skills; experience with Microsoft software (Word, Excel, Outlook, Publisher); ability to lift and carry up to 30 pounds for short distances; provide own transportation (work-related mileage will be reimbursed). Experience with web-based programs for communications and basic graphic designing skills. This includes a demonstration of website maintenance skills, social media marketing skills, and/or other electronic communications platforms.

A desire and commitment to work at a mission-based, non-profit organization. Skills with project management and task tracking.

Preferred: Knowledge of recycling, solid waste, composting, sustainability, and/or natural resource management; experience with managing websites, creating graphics for communications, and/or using other multimedia software programs. Experience with e-newsletters and communications. Multi-lingual and/or experience with Diversity, Equity, and Inclusion (DEI) practices.

Employer Background: Recycling Connections Corporation is a 501(c)(3) non-profit organization that provides contracted services for solid waste and recycling education; program coordination; and organizational administration. We partner with municipalities, businesses and/or other nonprofit organizations. Learn more at our website at: www.recyclingconnections.org.