

Ross. Pickaway. Highland. Fayette Solid Waste District
Part-Time Assistant Director/ Education Outreach

Up to 29 hours per week

Posting Period: Resumes are accepted until the position is filled.

Forward employment application and resume to:

etucker@pickaway.org

Download and print employment applications from www.rphfsolidwastedistrict.com

The Ross, Pickaway, Highland, and Fayette Solid Waste District (RPHF SWD) is currently seeking candidates for a Part-time Education Outreach/ Assistant Director position. The position will implement outreach and education activities related to waste reduction and diversion programs in Pickaway County, Ohio (e.g. reduce, reuse, recycling, composting). The Assistant Director/Education Outreach must interact with a variety of audiences, including residents, educational institutions, municipal agencies, and businesses within Pickaway County. The Assistant Director/Education Outreach will also assist the Director with light administrative and clerical duties along with creating educational campaigns and messaging for general public awareness and targeted audiences. The position serves as an advocate for environmentally friendly, sustainable solid waste management practices in the community, and manages the district's (RPHF SWD) presence at public events. The Assistant Director/Education Outreach collaborates and coordinates with events, local businesses, municipalities and educational organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Serve as a technical resource for target audiences on waste reduction and diversion issues.
- Provide assistance to educational institutions, municipal agencies, businesses, event organizers, public event venues and others to establish or expand waste reduction and diversion programs.
- Identify outreach opportunities and manage the district's outreach booth at local events.
- Provide assistance, workshops, and presentations related to the district's waste reduction and diversion programs.
- Participate in local environmental events.
- Collaborate with local waste, reuse and recycling entities on educational activities.
- Prepare and distribute educational materials for waste reduction, diversion, and related environmental issues.
- Develop and conduct educational workshops and presentations for assigned/target audiences.
- Assist with creating educational campaigns.
- Assist and support district-wide initiatives that encourage and promote waste reduction and diversion.
- Participate in local, state and national environmental education associations.
- Provide support to the Director on maintaining financial transactions.
- Process bills and invoices for payment.
- Monitor and track expenditures.
- Monitor drop-off recycling sites throughout the County.
- Assist with special projects and programs as needed.
- Perform other duties as assigned.

EDUCATION AND/OR EXPERIENCE

- Associates' Degree preferred, in Environmental Science, Environmental Education, Natural Resources, Business, or a related degree, and;
- 1-3 years' experience in public outreach and education, or;
- An equivalent combination of education, training, and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to effectively manage multiple assignments both independently and in a group environment to advance project goals and objectives.
- Possess effective planning, organizational and time management skills.
- Ability to exercise independent judgment on potential or proposed projects or to initiate consideration of such projects with supervisors.
- Ability to work effectively to meet deadlines.
- Ability to develop and market promotional campaigns.
- Ability to gather and analyze information.
- Ability to identify problems and recommend solutions to project specific issues.
- Maintain a professional work environment and communicate in a manner that promotes good relationships with customers, clients, the public, co-workers, and management.
- Possess strong interpersonal skills, including verbal and written communication skills.
- Ability to speak with confidence in front of large groups and the public.
- Ability to teach in a classroom setting with a wide variety of student ages and learning levels.
- Ability to interact with governmental agencies, grant applicants, supervisors, other staff, and board members.
- Understanding of computer software systems for word processing, spreadsheets and databases.
- Knowledge of recycling programs, waste reduction techniques, and landfill operations.
- Knowledge of local community events and district demographics necessary to convey waste reduction efforts to diverse populations.
- Proficient in Microsoft Office Suite products (Excel, Outlook, Word, Access, and PowerPoint).

CERTIFICATIONS AND LICENSES

- Valid Ohio Driver's License.

PHYSICAL REQUIREMENTS

- While performing the duties of this position, the individual is regularly required to load, transport, unload and setup exhibiting materials that include, but is not limited to, tabling equipment and education materials. Also, there will be light trash and recycling pick-up on occasion from recycling bin sites.

WORK CONDITIONS

- Office environment with low exposure to heat, cold, and noise.
- Travel may be required in and around Pickaway County and surrounding areas. Travel may include environments that vary based on weather and local business conditions.
- Flexible work schedule, possible evening and weekend duties.

PRE-EMPLOYMENT SCREENING

Requires successful completion of background check and pre-employment drug screen.