



Job Title: Outreach Assistant

Reports to: Outreach Manager

Date Updated : 20-Sept-18

Position Description

The Outreach Assistant is responsible for working with the Outreach Manager to help in the outreach for district-related events and programs. The Outreach Assistant will specifically work on outreach related to CVSWMD Household Hazardous Waste and special collections, as well as Act 148 and outreach to businesses required by Vermont's Materials Management Plan. The Outreach Assistant will perform tasks, to include but not limited to: social media and website updates, advertising scheduling and updating, building and maintaining a current press list, scheduling presentations to municipal and community groups and assisting the Outreach Manager with a variety of community engagement related tasks. The assistant will also assist with community outreach at fairs, festivals and events as needed.

Classification: Compensation is set at Grade 2 on the CVSWMD Compensation Plan, with the minimum hourly wage at \$12.00 and the maximum wage at \$17.50. The Full Time Equivalent wage for this position is \$24,960 to \$36,400, per year. **This position is a limited one-year position at 20-hours per week.**

Typical duties

HHW and Special Event Advertising:

- Create annual HHW and special collection schedule and flyer
- Create all HHW and special collection advertisements
- Schedule HHW ads
- In conjunction with the Outreach Manager, create outreach schedule for HHW and special collection events to include website, social media, front porch forum, calendar listings, articles and press releases
- Attend HHW and special collection events if needed

Business Outreach, work with the Outreach Manager to:

- Create and manage contact list of CVSWMD businesses
- Identify businesses for outreach purposes
- Help develop outreach materials and mailings
- Assist with Act 148 related outreach to businesses and organizations

“As Needed” tasks to include:

- Assist with social media and website updates
- Assist with research for grant and award proposals, as needed
- Schedule interviews and presentations for supervisor
- Assist with on-site outreach at fairs, festivals, presentations and events

- Help prepare for speaking events

Required Knowledge, Skills, and Abilities

- The ability to read, comprehend and follow both written and verbal instructions in order to implement District policies, procedures and safety measures
- Ability to communicate clearly with the general public and other CVSWMD personnel
- Digitally proficient
- Ability to work both independently and with others

Education and Experience

- Minimum Associates degree in marketing, communications or a related field (or equivalent experience)
- Must be proficient in Microsoft Suite
- Must be familiar and comfortable with social media
- Excellent communication skills
- Good organization skills and attention to detail
- Good - Excellent writing skills

Additional Desired Skills:

- Experienced with Adobe InDesign, Weebly, Canva, and other digital platforms.
- Telephone and customer service experience
- Passion for the mission of CVSWMD

Working Conditions

Work is performed both in office and in the field at event locations and at District facilities. Local and regional travel may be required. Work may be out-of-doors, in all types of weather. Availability on Saturdays may be needed. Work will involve significant interactions with external collaborating enterprises and organizations.

- A Valid driver's license and a reliable source of personal transportation are necessary.
- A criminal background check will be required.

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.

Central Vermont Solid Waste Management District is an equal opportunity employer.