

**TITLE: Zero Waste Events Coordinator**

**REPORTS TO:** Outreach Manager

**DATE PREPARED** 4/23/2012 – Updated 8/15/2017

**SUMMARY:** The Zero Waste Events Coordinator is responsible for strategically planning, implementing and coordinating CVSWMD advertising, public education, public outreach and marketing endeavors. The Zero Waste Events Coordinator will have frequent interaction with the CVSWMD staff, the public, solid waste haulers, event coordinators, and local officials. Primary project components include assisting with and implementing waste reduction at events, fairs and festivals in the CVSWMD's 19-member towns, training and coordinating volunteers, and facilitating partnerships between event organizers and area waste reduction resources.

**POSITION GRADE & WAGE RANGE:** The Zero Waste Events Coordinator is a .75 FTE one-year position classified at grade 4 of the CVSWMD classification plan. The hourly wage is \$15.38-\$20.19., The Full Time Equivalent wage for this position is \$32,000-\$42,000, per year.

**TYPICAL DUTIES:**

- Communicate with events coordinators to consult and assist with reducing waste at community events.
- Create outreach materials to facilitate composting and recycling at events in the CVSWMD.
- Research and develop a Zero Waste Events Kit for use by organizers of community events.
- Manage Zero Waste Events kit program, enabling event organizers to utilize the kit to help reduce waste at events.
- Train volunteers to assist with events waste reduction at large events such as the Tunbridge World's Fair
- Respond to inquiries from member towns about outreach efforts at town meetings, fairs, festivals or other local events.
- The Zero Waste Events Coordinator will attend, table and participating in other activities at events that will be valuable to the promotional efforts of the CVSWMD. The Zero Waste Events Coordinator will also work with staff to schedule attendance at events that are relevant to specific program areas or when it is strategically prudent to do so.
- Create new materials for CVSWMD programs and ensure a clear and consistent message across program areas.
- Assist with developing promotional materials including the CVSWMD annual report. These materials will be print, internet, or other electronic publications or other new methods of media to enhance public recognition of the CVSWMD and its programming.
- Work with the CVSWMD Outreach Manager and General Manager to develop and implement Residential Zero Waste Programming including sales and distribution of composters and other waste diversion resources.
- Serve at CVSWMD Hazardous Waste and Special Collection events when possible.
- Serve as initial point of contact for district events and event outreach.
- Maintain ongoing communication with businesses, institutions and event coordinators in coordination with the Zero Waste Outreach Coordinator and the Outreach Manager.

- Implement recyclables & organics diversion programming and promotional activities for regional fairs, festivals and other events.
- Provide technical assistance to business, institutions and event coordinators

Other duties may be assigned by the Outreach Manager.

## **WORKING CONDITIONS**

Work is performed primarily in an office setting, between the hours of 8 AM and 5PM. Frequent weekend and evening work will be required. Local and regional travel is required on a regular basis. The District allows for flexible scheduling to accommodate staff for evening and weekend work. Significant public contact is required in sometimes-stressful situations. Moderate levels of pressure and deadlines are a part of this position's work environment.

## **QUALIFICATIONS:**

**Education and Experience:** The incumbent must have a minimum of 2 years of work experience in sustainability, solid waste management, resource conservation, composting or recycling, communications, or event coordination. Minimum of a Bachelor's degree in Environmental Sciences, Community Relations, Journalism, Mass or Public Communications, Environmental Education or related field preferred. Candidates will substitute work experience on a year for year basis in lieu of schooling.

**Written Communications:** The ability to communicate effectively in writing as appropriate for the needs of the audience. The ability to communicate information and ideas in writing so others will understand. The ability to read and understand information and ideas presented in writing.

**Oral Communications** - The ability to effectively communicate verbally. The ability to listen to and understand information and ideas presented through spoken words and sentences. The ability to communicate information and ideas in speaking so others will understand. The ability to express ideas and facts to individuals or groups effectively; make clear and convincing oral presentations; listen to others and facilitate an open exchange of ideas.

**Technical:** Proficient with computers specifically Microsoft Office applications, Constant Contact, Weebly, and Adobe design products. Graphic design experience or education a plus.

**Interpersonal Skills:** Considers and responds appropriately to the needs, feelings and capabilities of others; adjusts approaches to suit different people and situations. Must be capable of working independently in a small organization.

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.

**To apply:** Send Cover letter, resume and references to Zero Waste Events Coordinator Search, 137 Barre St, Montpelier, VT 05602 or e-mail [administration@cvs\\_wmd.org](mailto:administration@cvs_wmd.org) and place Zero Waste Events Coordinator Search in the Subject line.