

Bridging The Gap Position Description

Job title	<i>Recycling Program Manager</i>
Reports to	<i>Program Director</i>

Job Purpose

The purpose of the grant-funded Recycling Program manager position is to increase waste reduction, recycling, composting, and proper waste disposal in businesses and multi-family homes, with new or current recycling programs. The program manager will conduct general outreach and education, identify interested businesses or multi-family homes, evaluate waste reduction improvement opportunities, drive the execution of waste diversion initiatives, and provide technical assistance where needed. Proven experience in customer identification, outreach and relationship building is necessary; a solid waste background is preferred but not required.

Primary Duties and Responsibilities

- Schedules and completes client calls and visits and captures key information in the organizations data systems.
- Conducts waste assessments, collects data, confirms service needs and assists clients in contracting for waste and recycling services.
- Develops customized waste management plans for customers, presents plans at meetings, and provides training to assist customers in plan implementation.
- Conducts follow-up visits to monitor and evaluate business-specific diversion program participation and provides additional support to non-compliant participants.
- Builds relationships and increases Bridging The Gap's visibility by hosting and participating in community events.
- Evaluates and analyzes data to improve business strategies and operations
- Serves as a public spokesperson on solid waste topics; leads and assists other staff members in responding to other public information inquiries.
- Demonstrates ability to develop and apply information-driven approaches to solve critical business questions in a practical manner with tangible results.
- Manages databases; assesses and synthesizes data to make recommendations to clients.
- Interacts with recycling vendors and other providers to increase awareness and encourage good service.
- Develops narrative and financial reports and provides them to granting agencies on deadline.
- Creates reports, presentations, maps, logs, and electronic documents; represents the program at community meetings.
- Other job-related duties as requested and subject to reasonable accommodation.

Qualifications

- Excellent interpersonal, writing and speaking skills
- Self-starter, ability to work independently to accomplish goals
- Collaborative working style
- Ability to establish and maintain effective community relationships with a variety of stakeholders, including businesses, community and government leaders; board members and residents
- Prepare clear, concise and comprehensive reports, correspondence, presentations and other signage appropriate to the audience

- Experience collecting, evaluating, and interpreting data, either in visual or narrative form
- Able to manage numerous projects/businesses at once
- Bachelor's degree required
- Valid Driver's License

Preferred Skills

- Grant writing and grant management experience a plus
- Strong understanding of solid waste management practices

Working Conditions

Occasional evening and weekend hours. Most work occurs in an office setting with some participation in events and outdoor workdays.

Physical Requirements

Occasional need to move up to 25 pounds of printed and display materials from office to client work sites. Ability to sit at a workstation and use a computer for prolonged periods.

Positions Supervised

Volunteers at events and occasional office volunteers and/or program specific interns.

Salary & Benefits

Benefits include 90% employer-paid health, dental, life, and vision insurance; 100% employer-paid disability insurance; two weeks of paid vacation; two paid personal days off; paid holidays including the week between Christmas Eve and New Year's Day. Bridging The Gap offers flexible scheduling, a supportive team atmosphere and a dog-friendly office.

Pay range is \$40,000 to \$47,000.

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity and excellence in service. Bridging The Gap encourages people of all backgrounds to apply.

To apply, please email your resume and a cover letter relating your education and experience to this position to:

Bridging The Gap
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