



JOB TITLE: Recycling Outreach Coordinator

REPORTS TO: General Manager

SUMMARY: Responsible for customer outreach and education on recycling programs; ensure customer compliance with state mandated programs; performs waste audits; conducts tours and recycling presentations; attends public events promoting recycling; attends Community monthly meetings; schedules shredding appointments; conducts monthly billing for shredding customers; bills state recycling for reimbursement; pull/file daily Recycle Center revenue reports; pull monthly origin report; log daily landfill tickets.

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

- Identify & educate customers/community on stated mandated recycling requirements
- Conduct waste audits and document results
- Visit non-compliant customers and educate on recycle programs available
- Conduct Cutler Facility tours and onsite or remote presentations as requested
- Hosts Recycle Wheel of Knowledge booth at public events
- Attends Community monthly meetings
- Promotes and schedules shred appointments for new & existing customers
- Conducts monthly billing for shred customers; submits weekly state billing for recycle reimbursement
- Copies and files shredding Certificate of Destruction
- Gets copies of recycling and shredding payments and updates appropriate log
- Pulls and files daily Recycle Center revenue reports; logs daily landfill tickets; pulls monthly origin report
- Assist in development & distribution of marketing material including quarterly newsletter & social media
- Participates in developing recycling projects for donations and sponsorships
- Administers sampling and monitors Storm water Pollution Prevention Plan
- Assists Recycling Coordinator as needed
- Adheres to all safety procedures
- Attends mandatory safety meetings, which may be scheduled outside regular hours
- Performs other duties as assigned

REQUIRED QUALIFICATIONS:

- Must have valid driver's license
- Must be DMV insurable

EDUCATION AND/OR EXPERIENCE:

- High school diploma or equivalent
- Some College or 2 years related experience and/or training equivalent
- Preferred knowledge of State mandatory recycling regulations

LANGUAGE SKILLS: Bilingual – fluent in English & Spanish; able to read, write, and translate

REQUIRED SKILLS/COMPETENCIES:

- Communication skills: Able to speak/present professionally before small and large groups
- Computer literate: Proficient in Microsoft programs with ability to learn company utilized software
- Management: Work independently and multitask while adhering to scheduled/unscheduled deadlines
- Critical thinking and problem solving: Able to quickly recognize & solve problems
- Resilient: Work effectively under pressure & with difficult customers while remaining calm
- Time management: Exceptional organizational skills
- Collaboration: Able to effectively work with management, colleagues, and other organizations
- Adaptability: Able to adjust quickly to changes