

SUSTAINABLE SYSTEMS COORDINATOR



Join I Love A Clean San Diego to promote a zero waste lifestyle amongst all San Diegans!

The **Sustainable Systems Coordinator** will lead I Love A Clean San Diego's school recycling and waste diversion infrastructure program as well as its Green Business Solutions program. Programming involves auditing local schools and businesses to identify infrastructure and additional recommendations to improve their waste diversion. Green Business Solutions involves additional partnership opportunities, including corporate teambuilding volunteer projects, lunch and learn educational presentations, and webinars to inform and activate a corporation's sustainability.

SPECIFIC DUTIES INCLUDE:

- Lead and implement school recycling infrastructure program including inspections, coordination with haulers, school districts, and faculty, and monitor success
- Build and run the organization's Green Business Solutions program
 - Build expanded program to include corporate offerings including fee for service education presentations, corporate teambuilding volunteer projects, and waste audits
 - Conduct waste audits and create waste diversion plans that follow
 - Market and sell Green Business program to local businesses
 - Lead Green Business Solutions webinars and workshops
- Generate monthly and ongoing contract reports
- Attend organization events, booths, and cleanups as needed
- Support WasteFreeSD call center
- Other ILACSD supporting activities as necessary

POSITION REQUIREMENTS:

- Project management
- Knowledge of environmental challenges facing San Diego County, especially waste and recycling issues
- Marketing and outreach skills
- Good customer service skills
- Extremely proficient with Microsoft Office, especially Excel and Word
- Effective written and spoken communication skills for diverse audiences
- High level of organization and attention to detail; ability to multi-task
- Ability to work well independently and on a team
- Knowledge of San Diego region (preferred)
- Bilingual (English/ Spanish)

COMPENSATION & BENEFITS

- Applicants should include salary requirements, cover letter, and resume
- Full Time, Non-Exempt
- \$20.50 per hour
- Paid time off (PTO) plan
- Employer-sponsored health (HMO) and dental plans (PPO)
- Generous paid holiday schedule
- Salary commensurate with experience
- Flexible work schedule possibility

If interested in applying, send cover letter, resume, and salary requirements in a word or pdf format to Natalie Roberts-DeCarli at nroberts@cleansd.org. No calls please.

I Love A Clean San Diego is an equal opportunity, affirmative action employer and all qualified candidates are encouraged to apply.