

## **Recycling & Waste Education Coordinator**

**REPORTS TO:** Director of Waste Recovery

**TYPE OF EMPLOYMENT:** Full time, Non-Exempt

**DEPARTMENT:** Waste Recovery

The **Recycling & Waste Education Coordinator** will support I Love A Clean San Diego's community education and waste reduction initiatives across San Diego County. Primary responsibilities include coordinating and delivering public facing waste reduction outreach and education, supporting implementation of business and school waste reduction initiatives, assisting with the development of new and evolving programs, and providing administrative and logistical support across the Waste Recovery team. This role involves frequent field work, coordination with partners, and direct engagement with residents, businesses, schools, and community groups.

The position requires strong communication skills, comfort engaging with the public, and the ability to translate waste reduction information into accessible and motivating education. The ideal candidate is adaptable and solutions oriented, able to think on their feet and remain effective when plans change or challenges arise, and brings a collaborative mindset with a willingness to support a variety of programs as organizational needs evolve. For example, this role may include coordinating and staffing community outreach booths and landfill tours, supporting annual check ins at schools participating in recycling programs, and assisting with other field-based education and outreach activities as needed.

Additionally, this position will support the overall Waste Recovery Department and ILACSD team with event and program support. Activities may include community cleanups, landfill tours, business waste assessments, outreach booths, compost giveaways, and other outreach initiatives as needed. This role also includes administrative and cross departmental support as required. Due to the nature of community outreach programming, this position must be comfortable working two to three weekends per month.

### **Areas of Responsibility:**

- **Coordinate and Deliver Waste Recovery Outreach and Education Programs– 40%**
  - Coordinate and deliver public facing outreach and education focused on waste diversion, recycling, organics recycling, and related environmental programs
  - Identify and propose outreach opportunities that align with contract requirements and organizational priorities
  - Coordinate approval processes with internal staff and government partners prior to outreach participation
  - Assign, schedule, and coordinate staff for outreach activities or personally staff events as needed
  - Deliver engaging educational programming to residents, businesses, schools, and community groups
  - Adapt outreach delivery in real time based on audience needs, site conditions, and program goals
  - Track outreach activities and engagement metrics for reporting and contract compliance
- **Support Business and School Waste Reduction Programs – 30%**
  - Support implementation of waste reduction programs for businesses and schools through outreach, site visits, and technical assistance
  - Participate in onsite walkthroughs and assessments to observe waste practices and identify opportunities for improved diversion
  - Engage with staff, administrators, and stakeholders to discuss challenges, solutions, and program functionality
  - Assist with development and delivery of educational materials, signage, and recommendations
  - Support follow up check ins and documentation to evaluate progress and identify next steps
- **Program Development and Pilot Support – 15%**
  - Assist with development, refinement, and piloting of new or evolving waste reduction programs
  - Support creation of educational content, program structures, and supporting materials
  - Assist with coordination and approval processes with internal staff and government partners

- Gather feedback and assist with evaluation to inform future program improvements or expansion
- **Administrative and As Needed Support – 15%**
  - Assist with staffing the WasteFreeSD hotline by responding to recycling and waste disposal questions from residents and businesses
  - Support maintenance of the Zero Waste Database by researching and updating recycling, donation, and disposal centers
  - Document hotline interactions, database updates, and program activities to support tracking and reporting requirements
  - Assist with preparation of monthly and ongoing contract reports and internal documentation
  - Attend organizational events, booths, and cleanups as needed to support department and organizational goals
  - Provide general administrative and cross program support to the Waste Recovery team as needed

#### **What Success Looks Like:**

- Effective delivery of public facing education that adapts to different audiences, settings, and program needs
- Strong engagement with residents, schools, businesses, and community partners, even when plans change or conditions are unpredictable
- Ability to navigate challenges in the field by problem solving in real time and adjusting approaches as needed
- Programs are supported by clear processes, defined goals, and measurable outcomes that allow for consistent delivery and evaluation
- Consistent follow through on program coordination, approvals, and reporting requirements across multiple contracts
- Willingness to step in and support other Waste Recovery programs as needed to ensure overall team success
- Organized tracking of outreach activities, site visits, tours, and check ins to support accurate and timely reporting

#### **Core Competencies**

- Strong interpersonal and communication skills with comfort engaging the public in dynamic environments
- Adaptable and solutions oriented, with the ability to think on their feet and remain effective when plans shift
- Creative thinker who approaches challenges with curiosity and a willingness to test and refine approaches
- Proactive self-starter who is not discouraged by setbacks and views iteration as part of program success
- Strong organizational skills and attention to detail while managing multiple priorities
- Collaborative team member willing to support evolving program needs beyond a fixed scope
- Ability to work independently while identifying challenges, opportunities for improvement, and potential solutions
- Ability to communicate observations, recommendations, and emerging needs clearly and coordinate with others to address them
- Commitment to service excellence and professional representation of ILACSD

#### **Qualifications & Skills**

- Employment is contingent upon successful completion of a background check, conducted in compliance with the California Fair Chance Act
- Proof of a current TB (tuberculosis) test to work in school settings
  - *Candidates with a valid recent TB test may provide documentation; otherwise, ILACSD will provide and cover the cost of the TB test upon hire*
- Proficiency in Microsoft Office (PowerPoint, Excel, and Outlook), CRM experience preferred
- Reliable transportation; ability and willingness to travel
- Ability to work flexible hours as needed that may include weekends and/or evenings
- Must be able to lift and move objects up to 40 lbs

- Bilingual (English/Spanish), preferred

### **Compensation & Benefits**

- Employment Type: Full-time, Non-Exempt
- Pay Range: \$22-\$24 per hour
- Mileage reimbursement (Current CA reimbursement rate)
- Paid time off (PTO) plan and generous paid holiday schedule (approximately 11 annually)
- Employer-sponsored health (HMO) and dental plans (PPO)
- Full day of Birthday PTO
- Hybrid in-office/remote work schedule, dependent on program needs and scheduled activities
- 403b retirement program with match opportunity after 90 days
- Office closure between Christmas and New Year's Day

**I Love A Clean San Diego is a values-driven organization so it's essential all team members exhibit ILACSD's following core values and office culture:**

#### **Core Values**

- Live the mission
- Inspire environmental change
- Value partnerships
- Exhibit positive attitude

#### **Office Culture:**

- Communicate openly to ensure collaboration
- Understanding and supportive of each other and the team
- Respect others and value their opinions
- Encourage learning and growth

*I Love A Clean San Diego provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.*

**TO APPLY:** Please send resume, cover letter, two references, and start date availability to the Director of Waste Recovery, Bryce Jacoubowsky, at [bjacoubowsky@cleansd.org](mailto:bjacoubowsky@cleansd.org) with "Last Name, Recycling and Waste Education Coordinator" in the subject line. Applicants will be reviewed on a rolling basis, and the posting will close Friday, January 9th at 4:30pm.