



Watershed and Waste Outreach Coordinator

REPORTS TO: Director of Waste Recovery

TYPE OF EMPLOYMENT: Full time, Non-Exempt

DEPARTMENT: Waste Recovery

SALARY: \$22/hour (commensurate with experience)

The **Watershed and Waste Outreach Coordinator** will play a key role in public education and outreach for the County of San Diego's Waterscape Rebate Program, which helps residents, businesses, and agricultural producers living in unincorporated areas of San Diego County access cash rebates for water-saving improvements such as efficient landscaping, rainwater capture, irrigation upgrades, and other sustainable watershed practices.

Programming will be heavily focused on delivering rain barrel workshops, staffing and coordinating outreach booths, and helping residents understand Waterscape Rebate Program eligibility, benefits, and next steps. The position will also coordinate and lead compost giveaway events within the City of San Diego, support outreach booths focused on recycling initiatives, and assist with used oil and oil filter recycling education programs. Additionally, this position will support the overall Waste Recovery Department with event coordination, outreach materials, partner communication, data tracking, reporting, and other tasks as needed.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Areas of Responsibility:

Support the Waterscape Rebate Program and Rain Barrel Education - 45%

- Coordinate, prepare for, and deliver rain barrel workshops that educate eligible County residents on rainwater harvesting, rain barrel installation and maintenance, and Waterscape Rebate Program participation.
- Staff and coordinate outreach booths for the County of San Diego, providing clear information about rebates for efficient landscaping, irrigation upgrades, rain-saving features, and related water-saving improvements.
- Assist residents in understanding program eligibility, available resources, required next steps, and appropriate referrals to County programs
- Maintain outreach supplies, workshop materials, participant records, event tracking, and follow-up communication to ensure program deliverables are completed accurately and on time.
- Ensure events are well-attended by working with the marketing department to promote community events and develop collateral as needed.

Community Outreach Events: Compost, Booths, and Oil Programs - 35%

- Lead and coordinate compost giveaway events within the City of San Diego, including site logistics, partner coordination, staffing, supplies, resident engagement, and post-event tracking.
- Coordinate and staff outreach booths focused on recycling, waste reduction education, and proper disposal practices for diverse community audiences.
- Support used oil and oil filter recycling programs through outreach, education, event assistance, and coordination with internal staff and external partners.
- Coordinate part-time and full-time staff, including training, scheduling, event preparation, and day-of coordination.
- Ensure events are well-attended by working with the marketing department to promote community events and develop collateral as needed.



Event and Administrative Program Support - 20%

- Attend organization meetings, community events, and partner meetings to support Waste Recovery Department priorities
- Track program hours, expenses, event participation, supplies, and deliverables to support contract compliance and accurate reporting.
- Assist with monthly and ongoing contract reports, data entry, outreach summaries, and other administrative tasks.
- Support WasteFreeSD.org database and hotline needs, special events, and other duties as assigned to support the ILACSD team.

What Success Looks Like:

- Create positive and productive relationships with external stakeholders, including business owners/managers, school and district staff, governmental contract managers, and residents
- Improve programs and processes to increase effectiveness and program engagement/participation
- Maintain organized records of all activity, including past and future event schedules, progress, and deliverables completed. Keep track of multiple priorities, deadlines, and requirements effectively

Core Competencies:

- Flexible and proactive self-starter who works effectively both independently and collaboratively to troubleshoot challenges and meet program goals.
- Positive and dynamic interpersonal skills. Ability to confidently and empathetically respond to concerns from schools, residents, and businesses
- Comfortable presenting to and engaging with diverse audiences at workshops, public events and outreach booths
- Strong written and verbal communication skills; ability to explain program requirements, eligibility, and environmental concepts clearly and accurately to diverse audiences including residents, businesses and community partners
- Knowledge of environmental challenges facing San Diego County, especially waste and recycling issues
- Knowledge of and commitment to water conservation, rain harvesting, watershed health, composting, recycling and waste reduction.

Qualifications & Skills:

- Bachelor's Degree
- Minimum of 5 years of work experience
- Valid California driver's license, DMV record acceptable to ILACSD's vehicle insurance carrier; ability to drive agency vehicles and rented vehicles, such as U-Haul trucks, as needed
- Proficient with Microsoft Office, especially Excel and Word
- Ability to represent ILACSD professionally and accurately in public-facing and community settings. Expected to work at least two Saturday events per month (typically 8-hour shifts)
- Ability to sit, stand, and walk for extended periods, including long distances at events
- Spanish language skills a major plus. Bilingual highly preferred (see Bilingual Pay section below)
- Ability to successfully complete a post-offer background check
- Ability to move equipment weighing up to 50 lbs. to off-site locations and occasionally remain stationary for long periods at a time



ILACSD will consider reasonable accommodations for qualified candidates who are unable to meet certain physical requirements

COMPENSATION & BENEFITS

- Access to an onsite gym with modern equipment for training and wellness
- Access to an onsite golf simulator for recreation and team-building
- Mileage reimbursement at the current California reimbursement rate
- Paid Time Off: 15 days annually to start, with additional PTO accrual based on tenure
- Generous paid holiday schedule, including a full day of Birthday PTO
- Employer sponsored health and dental plans (PPO)
- Hybrid work schedule
- 403(b) retirement program with employer match after 3 months
- Professional development opportunities to support continued learning and growth
- A collaborative, mission driven work environment

Bilingual Pay – Spanish/English

Spanish language proficiency is not a requirement for this position. Candidates who are bilingual in English and Spanish may be eligible for a bilingual pay differential. Employees receiving the differential are expected to use their language skills in support of ILACSD's programs and community engagement efforts, which may include communicating with Spanish-speaking community members, supporting outreach efforts, and developing or reviewing Spanish-language materials.

Eligibility for the bilingual differential is subject to successful completion of a proficiency assessment and assignment of relevant job duties. Additional details regarding the differential and assessment process will be provided during onboarding.

I Love A Clean San Diego is a values-driven organization. To read our full mission, vision and values statements please visit [About - I Love A Clean San Diego](#). It is essential all team members exhibit the 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.

ILACSD is committed to providing equal access to the application and interview process. Applicants who require a reasonable accommodation to participate in any part of the hiring process may contact jobs@cleansd.org to request assistance.

HOW TO APPLY: Visit the link [Watershed and Waste Outreach Coordinator](#)