I LOVE A CLEAN SAN DIEGO

Environmental Program Assistant

TYPE OF EMPLOYMENT: Part-Time, Non-Exempt

DEPARTMENT: Cross-Departmental (Waste Recovery, Education & Community Engagement)

REPORTS TO: Director of Waste Recovery or Community Engagement or Education

SALARY: $20.00 per hour

The Environmental Program Assistant supports I Love A Clean San Diego's mission by delivering environmental education, waste reduction programming, and community engagement initiatives across San Diego County. This role is highly dynamic and cross-functional, balancing responsibilities across three core program areas: Waste Recovery, Youth and Adult Education, and Community Engagement. The position requires both independent and collaborative work in classrooms, at community events, and in field settings. The Assistant will represent ILACSD in public-facing environments, lead and support programs, engage diverse audiences, and help drive behavior change toward zero waste and environmental stewardship.

As an Environmental Program Assistant, you will be a public-facing representative responsible for educating the public, creating positive experiences, and managing event information and materials. Programs take place throughout San Diego County and cover topics including the region's zero waste efforts, proper waste sorting, litter pollution, the circular economy, resource recovery, organic waste recycling, and watershed protection. The ideal candidate is available during the week, including Saturdays and occasional Sundays, depending on program scheduling with preference to Mondays, Tuesdays, Thursdays and Saturdays. This is a part-time position with varied hours based on program schedules, availability, and organizational needs.

Job duties may include:

Community Engagement Program Support:

- Staff community events often independently, including supply pick-up, set-up, public engagement and break down
- Support and lead community cleanups, corporate volunteer events, outreach booths, cigarette litter prevention activities, clothing swaps, and DIY workshops
- Provide accurate guidance on recycling, organics recycling, donation, and proper disposal options across San Diego County
- Working within ILACSD's volunteer database Samaritan to assist volunteers and help the department with event outreach

Youth and Adult Education Program Support:

- Independently deliver engaging, informative educational presentations to K-12 classrooms, assemblies, and adult groups throughout San Diego County on stormwater pollution prevention, watershed education, zero waste, and recycling, among others
- Teach presentations working solo in classrooms, school settings and community centers. The majority of programs are held during the school day, with occasional after-school or evening programs for adult audiences. Presentations range from 20-300 attendees, including small group and assembly style formats
- Support educational workshops and/ or virtual webinars focused on community audiences
- Learn provided curriculum through independent study and presentation observations as schedule allows
- Distribute and collect teacher evaluations, student surveys, and handouts

Waste Recovery Program Support:

- Perform inspections and waste assessments, taking detailed notes on waste production and management; coordinate scheduling and logistics with haulers, schools, and district faculty
- Deliver trainings on organic waste recycling, traditional recycling, and effective waste management strategies to school and district custodial staff, kitchen staff, campus supervisors, teachers, and administrative staff
- Develop and maintain excellent relationships with school and district leaders to provide guidance on recycling initiatives
- Lead and support public landfill tours, compost giveaways and public outreach booths frequently as the sole ILACSD representative on-site
- Staff the WasteFreeSD hotline by responding to calls regarding recycling and waste disposal questions from residents and businesses; update the WasteFreeSD database with accurate information on donation, recycling and disposal centers

Administration Support

- Answer volunteer emails and questions in a professional and timely manner
- Calling and emailing organizations, business and schools to promote events and programs
- Attend regular trainings and department meetings as provided to maintain working knowledge of program materials, get scheduled for hours and be involved with department planning
- In office support as needed including vehicle maintenance and car washing, program material printing or cleaning, scanning waivers, etc.
- Build and maintain positive relationships with schools, community groups, clubs, corporations, and government agencies
- Maintain, transport and care for program supplies and equipment
- Other duties as assigned to support the ILACSD team and operations

Core Competencies:

- Strong customer service skills and comfort interacting with the public
- Positive attitude and willingness to support a variety of programs and projects
- Ability to engage with diverse groups of people
- Strong interpersonal and communication skill
- Must be comfortable with handling litter and working with all members of the public
- Flexible, organized and eager to learn
- Excellent organizational and time management skills
- Ability and willingness to educate, inspire, and empower others, particularly youth audiences
- Confident public speaking in both small and large group settings
- Comfortable working independently and as part of a team
- Environmental knowledge related to San Diego County preferred

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 will be expected to use their language skills in support of ILACSD's programs and community engagement work, which may include:

- Communicating with Spanish-speaking community members, volunteers, and partners at events and outreach activities
- Participating in Spanish language media interviews or community meetings as needed
- Reviewing and providing feedback on Spanish-language marketing, outreach, and program materials
- Providing verbal or written translation support for program communications and community correspondence

Eligibility for the bilingual differential is subject to a proficiency assessment. Additional details regarding the differential and assessment process will be provided during onboarding.

POSITION REQUIREMENTS

- Spanish language skills a major plus. Bilingual highly preferred (see Bilingual Pay section below)
- Ability to sit, stand, and walk for extended periods, including long distances at events
- Ability to successfully complete a post-offer background check
- Proof of TB (tuberculosis) test for school settings (ILACSD covers cost if needed)
- Reliable transportation; ability and willingness to travel to event locations (mileage reimbursed beyond home-to-office distance)
- Ability to work weekend and evening events, as needed
- Ability to work in various outdoor weather conditions and occasionally remote locations
- Responsive to phone calls, emails and communications within 24-48 hours. Complete timecards and mileage reimbursement within due dates
- Ability to move equipment weighing up to 50 lbs to off-site locations and remain stationary for extended periods
- Frequent solo work in classrooms, public spaces and community event settings

Benefits & Perks

- Access to an on-site gym with modern equipment for training and wellness
- Access to an on-site golf simulator for recreation and team-building
- Mileage reimbursement at the current California reimbursement rate
- PTO accrual based on tenure
- Professional development opportunities to support continued learning and growth
- A collaborative, mission driven work environment

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.

I Love A Clean San Diego is a values-driven organization. It is 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.

HOW TO APPLY: Please fill out the application and attach a resume and cover letter by following this link: HERE
Application closes on December 1, 2026. Early applications are encouraged as candidates will be reviewed on a rolling basis.