**NORTHWEST VERMONT SOLID WASTE MANAGEMENT DISTRICT**

**JOB DESCRIPTION**

**PROGRAM COORDINATOR**

Job Summary

This full-time position will coordinate the planning and execution of community engagement, education, and outreach activities with Franklin and Grand Isle County residents, businesses, and institutions. This individual will be responsible for broadening our community’s awareness and support and effectively engaging our constituents in areas that advance NWSWD’s initiatives and mission.

Bachelor’s degree in related field, with experience including strategically and collaboratively developing and implementing initiatives related to program plans, excellent written and oral communication skills, a track record for building effective relationships with people of diverse backgrounds, and proficiency in social media and other digital engagement platforms.

Responsibilities and Duties

* Manages the District website and other internet presences including social media.
* Coordinates and Promotes District recycling programs.
* Respond to requests for information and guidance in areas of materials management from member communities, schools, businesses, and residents
* Responsible for public communication including educational and promotional materials, press releases and articles for the District.
* Responsible for planning and directing all aspects of program, event, and workshop coordination.
* Collaborates with other solid waste interests such as State Recycler’s Network.
* Interacts with various waste generators, member communities and Board Supervisors as needed.
* Coordinates special program initiatives, one-time undertakings, and/or pilot projects undertaken by the District as needed.
* Other duties may be assigned by the Executive Director in addition or in lieu of those stated here.

**Supervision Received**

Reports to the **Executive Director** on a regular basis. Daily work schedules and goals to be established through this process. When timing does not allow for coordination with the Director, direction may be received from other senior staff.

**Minimum Qualifications**

* An Associate’s degree is required for this position, and a Bachelor’s degree is preferred.
* Strong leadership and organizational skills are needed. Supervisory and event organizing experience is preferred.
* Well-developed interpersonal and communications skills are needed. Presentation and public speaking experience are a plus.
* The ability to read, research, comprehend and follow complex written and verbal instructions and documents are needed.
* Good writing and math skills are also necessary in order to produce reports, review and verify bills, ascertain status of project budgets, plan annual budget requirements, and supervise and handle cash transactions as needed.
* Experience in the fields of solid waste, environmental management or resource conservation is preferred.
* Experience with website development/maintenance is preferred.
* Computer skills are required, working in a Windows/Office environment.
* Excellent communication skills, comfort engaging with diverse audiences
* Ability to function under pressure to meet deadlines and objectives while maintaining a professional attitude.
* Good physical condition and ability to lift 50 lbs.
* A valid Vermont driver’s License is required.