

POSITION DESCRIPTION

JOB TITLE: Education & Outreach Specialist

COMPENSATION

\$15 to \$22 per hour. Commensurate with education and experience.

EDUCATION

Bachelors degree from an accredited four-year college or university is preferred.

EXPERIENCE

1 year experience in outreach, communications, community relations or marketing. Familiarity with recycling issues and community organizations is desirable. Experience with word processing software, Word Press and data is desired.

REQUIREMENTS

Excellent interpersonal, presentation and group skills. Accurate, conscientious and flexible with attention to detail. Accepts direction, is well organized, and has the ability to meet deadlines. Must have excellent communication and interpersonal skills, including the ability to relate effectively with individuals from all demographic groups. Must have valid driver's license and reliable transportation. Perform job functions with ethics, honesty and integrity.

GENERAL JOB DESCRIPTION

Works independently to develop and deliver educational presentations to community and school groups. Draft articles for media distribution and general promotion of recycling. This position will require use of a computer to access and input information. Demonstrate the ability to follow protocols and procedures. Must employ a professional manner that promotes cooperation and evokes respect.

DUTIES

- **Develop presentations and marketing materials for community outreach as directed by the WWRA Board;**
- **Schedule and make presentations to community organizations and schools;**
- **Draft articles and information pieces for distribution to media outlets as directed by the WWRA Board;**
- **Willing to perform surveys at WWRA drop off locations**

- **Assist with other duties, projects and outreach events as assigned by the WWRA Board.**

Email all inquiries to: wwrafacilitymanager@gmail.com Type: Low Supervision Job posting until 3/31/23