



JOB DESCRIPTION

PRC's mission is to lead and promote individual and collective actions to preserve Pennsylvania's environmental resources for each generation.

Title: Environmental Analyst

Status: Full Time Non-Exempt / Hourly

Benefits: Yes

Supervisor: Regional Director

Location: 64 South 14th Street, Pittsburgh, PA 15203

Purpose of the position: This position will staff the Pennsylvania Recycling Hotline as well as support the general operations of the PRC western office with data analysis and management.

Essential Functions

Communications

- Answer calls from the general public seeking information regarding recycling opportunities across the state of PA.
- Track all calls by several discreet criteria
- Assemble a knowledge base of information based on caller questions and with the support of other PRC staff
- Maintain mailing and other contact lists
- Answer routine inquiries for information or route to appropriate staff member, and assist director in responding to requests for information
- Prepare mailings to callers as appropriate

Data Management

- Maintain, track and manage data related to PRC's programs including;
 - Database creation and data entry
 - Data analysis in coordination with related Program Coordinator
 - Data visualization including maps, graphs and others

Relationships

- Reports directly to regional director
- Works with other staff
- As appropriate, supervise and assist volunteers for office projects and special events

- Interact with public, vendors, volunteers, board members and others
- Carry out other tasks and assume other responsibilities as requested by regional director

Equipment

- High degree of proficiency operating computer systems, including Microsoft Office 365, desktop publishing, e-mail, and internet
- Familiarity with standard of office equipment

Qualifications

- BA/BS degree preferred, prior work with non-profits desired
- Passion for conservation and/or interest in waste diversion and recycling preferred
- Common sense, organized, accurate, team player, sense of humor, and willing attitude are essential qualifications.
- Must be self-motivated, dedicated to accomplishing the task, able to take initiative, troubleshoot and solve problems.
- Must be people oriented, able to work well with other staff and professionally represent PRC to the public.

Physical Requirements:(e.g., lifting, reaching, climb, push/pull, etc.)

No special requirements, beyond routine tasks in the office. Some lifting (such as computers), carrying (such as set ups for meetings and display tables) and reaching (to maintain and organize office).

PRC is an equal opportunity employer. It is the policy of the Pennsylvania Resources Council to employ the man or woman best qualified for the job regardless of race, color, religion, age, sex, sexual orientation, national origin, disability or marital status.

Please send your resumé and cover letter via email to:
Justin Stockdale, Regional Director, at justins@prc.org