



Job Description

Pennsylvania Resources Council, Inc. Western Regional Office

Title: Zero Waste Specialist (90% Field and 10% Office)

Status: Full-Time Seasonal (April 1-October 31)

Supervisor: Program Coordinator/Regional Director

Salary Range: \$14.00-\$15.00 per hour at approximately 40 hours per week

How to Apply: Submit resume and thoughtful cover letter to infowest@prc.org

Organizational Background

The Pennsylvania Resources Council (PRC), a 501 (c)(3) non-profit environmental organization, is one of the oldest grassroots environmental organizations (founded in 1939) in the Commonwealth. PRC's mission is to lead and promote individual and collective actions to preserve Pennsylvania's environmental resources for each generation.

Job Summary

The Zero Waste Specialist (ZWS) will support PRC's varied schedule of collection events, zero waste event services and other fee for service projects such as waste characterization studies. This position will frequently require work on Saturdays and Sundays.

Duties and Responsibilities:

- Work with Program Coordinators and Regional Director to support existing project schedules and associated events including, but not limited to; setup & tear down of equipment and resources, waste sorting, volunteer and contractor supervision, and public education.
- Lead, train, and manage contractors/volunteers at zero-waste and collection events.
- Implement zero-waste and collection event plans as directed by the Program Coordinator.
- Train, educate, and manage contractors on proper waste diversion techniques for vendors and event attendees.
- Lead contractors to set up event containers and signage at zero-waste and collection events.
- Weigh materials on an as needed basis during zero waste events.
- Drop off or pick up compostable service ware and event containers on an as needed basis.
- Sort and process materials on an as needed basis.
- Assist with contract management
- Keep a photo library during zero waste events and download them for reporting purposes.
- Meet with the Program Coordinator's and Western Director on an as needed basis.
- Other duties as assigned.

Minimum Qualifications:

- Must have valid PA driver's license and provide own transportation to PRC and offsite events throughout the local region.
- Available most weekends April through October (will know events schedule in advance) and at least four consecutive hours two days during the week
- Able to explain the benefit of recycling, composting, and working towards zero-waste.

- Experience successfully balancing multiple tasks simultaneously with attention to detail under minimal supervision.
- Ability to lift 50 pounds.
- Ability to be on feet walking around for 8-12 hours.
- Must be able to work both in and out-of-doors in all weather conditions.
- CPR and First Aid certification beneficial.
- Must exhibit commitment to natural resource conservation.
- Office and organization skills: Proficient in a variety of software programs including Microsoft Office.
- Demonstrated ability to give direction regarding safety and to implement safety procedures.

Preferred Qualifications

- Previous experience working or volunteering at a zero waste event with PRC.
- 1-2 years' experience in a supervisory role.
- Experience herding cats, kids, or other similar creatures who are difficult to communicate with or rope in.

The Pennsylvania Resources Council is an Equal Opportunity Employer

PRC does not discriminate against any individuals on the basis of sex, sexual orientation or preference, gender, race, color, religion, national origin, creed, citizenship status, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, medical condition, mental or physical disability, veteran status, or any other characteristic protected by applicable federal, state or local law, ordinance, or regulation.

Americans with Disability ACT (ADA)

Title I and Title V of the Americans with Disabilities Act of 1990 (ADA), as amended, protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations, unless such accommodations would impose an undue hardship on the employer.