



Pennsylvania  
Resources  
Council

Working to protect the environment since 1939



### **Job Description**

**Pennsylvania Resources Council, Inc.**

Western Regional Office

**Title:** Waste Diversion Specialist

**Status:** Seasonal Full Time (May-October) / Non-exempt

**Supervisor:** Program Coordinator/Regional Director

**Salary Range:** \$12.00-\$15.00 per hour

**How to Apply:** Submit resume and cover letter to [infowest@prc.org](mailto: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 Waste Diversion Specialist (WDS) will lead PRC's City of Pittsburgh Curbside Bin Initiative (see attached) under direct supervision of the Regional Director and/or other PRC staff. The WDS will also support PRC's varied schedule of collection events and zero waste event services. Responsibilities will also include research of select waste diversion subjects. This position will require a modified work schedule including Saturdays and Sundays.

### **Duties and Responsibilities:**

- Act as project lead for the Bin Initiative including assisting in the development of project implementation plan, protocols and metrics.
- Coordinate and direct two Student Conservation Association interns.
- Conduct public and one on one presentations to program participants and related community groups.
- 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, volunteer and contractor supervision, and public education.
- Assist with development of resources for use at all events and collections.
- Assist with public relations, marketing, writing press releases, scheduling and organizing PRC events.
- Assist with developing and managing program budgets.
- 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.
- Excellent oral and written communications skills and ability to plan, organize and prioritize workload.
- Available weekends May through October (will know events schedule in advance).
- Able to explain the benefit of recycling, composting, and working towards zero-waste
- 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 work experience working related to municipal waste diversion and recycling programs.
- 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.