Zero Waste Events Coordinator
Job Description

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

Status: Exempt / Full Time
Salary Range: $38,500
Location: Pittsburgh
Benefits: Vacation, Sick, Personal Days, 85% coverage of health insurance by employer

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

Job Summary:
Manage on-the-ground operations and supervise the event-based Green Team for PRC’s ZeroWastePA (ZWPA) program under the guidance of the Zero Waste Program Manager, including event services implementation and rental kit program expansion. This position requires approximately 70% field work and 30% office work, with typically a Friday to Monday work week from May through October -- during the event season. November through April, the position operates on a more standard Monday to Friday work week and regular office hours.

Primary Duties and Responsibilities:
• Lead contractors and volunteers to successfully provide Zero Waste services at events, including but not limited to setup and tear down of equipment and resources, waste sorting, volunteer and contractor supervision, and public education.
• Recruit, train, and manage contractors to work Zero Waste events.
• Design and implement strategic waste diversion systems for events which may include collection, transportation, and processing/sorting.
• Assist ZW Program Manager in preparing proposals and service agreements in support of ZWPA event services.
• Develop and manage assigned program and project specific budgets.

Secondary Duties and Responsibilities:
• Prepare reports summarizing the impact of ZWPA event services.
• Serve as a spokesperson for the ZWPA program.
• Maintain PRC-owned equipment and resources for use at client locations.
• Work cooperatively with local government recycling program managers and commercial waste haulers, composters and recyclers via other PRC programs, as schedule allows.
• Provide support for other PRC programs, including Household Hazardous Waste and Hard-to-Recycle Collection Events, as schedule allows.

Relationships
• Reports directly to Zero Waste Program Manager
• Works with and may oversee support staff
• Supervises and assists volunteers and contractors for program implementation
• Interacts with public, vendors, volunteers, board members and others
• Carries out other tasks and assumes other responsibilities as requested by Deputy Director

Attributes
• Passion for conservation and/or interest in waste diversion and recycling preferred
• Two years of work experience
• Experience in supervisory role desired
• Strong oral and written communications skills
• Proficiency operating computer systems, including Microsoft Office 365 and Office programs, desktop publishing, e-mail, and internet
• Must have valid PA driver’s license and provide own transportation to PRC and offsite events
• Common sense, organized, accurate, team player, sense of humor, and willing attitude are essential
• Self-motivated, dedicated to accomplishing the task, able to take initiative, troubleshoot and solve problems
• People oriented, able to work well with other staff and professionally represent PRC

Skills and Abilities:
• Able to work evenings and weekends
• Able, seasonally, to work alternate work week (Friday – Monday)
• Must exhibit commitment to natural resource conservation
• CPR and First Aid Certification a plus

Physical Requirements:(e.g., lifting, reaching, climb, push/pull, etc.)
• Able to work outdoors in prevailing elements, lift/carry/deploy event equipment including waste containers, signage, tents, tables and full bags of material in excess of 40 pounds.
• Able to work on feet for minimum of 6 hours and up to 12 hours on event days
• Must be comfortable driving cargo vans and 15 foot box trucks

Benefits: Benefits include health, dental, vision, life insurance, paid vacation, sick and personal leave, retirement with employer contribution.

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.

PRC is committed to environmental justice. We contribute to efforts to address the disproportionate environmental burdens born by low-income communities and communities of color. In pursuit of our mission, we aspire to sustain an inclusive, equitable, just, and welcoming culture where differences are embraced.