



Recycling Operations Coordinator Job Description

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

Status: Exempt / Fulltime / Permanent

Salary Range: \$38,000

Supervisor: Deputy Director

Location: Pittsburgh

Purpose of the Position: This position will facilitate PRC's new e-waste recycling program. The position will work with the Deputy Director to develop and roll out program. Position will require routine Saturday work from March – October.

Essential Functions

- Develop, coordinate and manage all aspects of PRC's weekday e-waste program
- Develop and document work plans to achieve the goals and meet the obligations of the program
- Run day –of-event logistics for on the ground collection of electronics
- Coordinate with contracted recycling partners
- Manage data systems to record and present relevant program metrics and information
- Work with Deputy Director to adhere to program budget
- Represent PRC to and maintain relationships with external partners, collaborators, funders and other organizations
- Manage program equipment and materials inventory
- Oversee PRC contractors and volunteers at collection events
- Oversee and implement workplan(s) as assigned for discreet PRC programs

Relationships

- Reports directly to Deputy Director
- Works with and may oversee support staff
- As appropriate, supervise and assist volunteers for office projects, special events and program implementation
- Interact with public, vendors, volunteers, board members and others
- Carry out other tasks and assume other responsibilities as requested by Deputy Director

Equipment

- High degree of proficiency operating computer systems, including Microsoft Office 365 and Office programs, desktop publishing, e-mail, and internet
- Familiarity with standard of office equipment
- Event equipment including hand-trucks, pallet jacks, carts, ladders and traffic control devices
- PRC's dual fuel (WVO/diesel) van and a variety of rented vans and box-trucks

Attributes

- Prior work with nonprofits desired
- Passion for conservation and/or interest in waste diversion and recycling preferred
- 2 years of work experience in related field
- Strong oral and written communications skills
- 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:

- Willing to work evenings and weekends
- Willing to seasonally work in excess of 40 hours per week
- Must exhibit commitment to natural resource conservation

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

- Able to work outdoors in prevailing elements, lift/carry/deploy event equipment including signs and traffic control devices in excess of 40 pounds.
- Able to work on feet for minimum of 4 hours per day
- Must be comfortable driving cargo vans and small 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.

To apply send a cover letter and resume to Sarah Alessio Shea at admin@prc.org.

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