



Recycling Specialist 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: Part-time

Salary Range: \$17/hour

Supervisor: Collection Events Manager

Location: Pittsburgh

Purpose of the Position: This position will aid in executing PRC's e-waste recycling program, as well as other collection events as needed. The position will work with the Recycling Operations Coordinator and various other staff to maintain recycling programs. Position will require occasional Saturday work from March – October.

Essential Functions

- Support role at City of Pittsburgh weekday E-waste Collections held on Tuesday's from 2-6pm and Thursdays 3-7pm
- Support role at once monthly weekend E-Waste or Hazardous Waste collections; one Saturday per month
- Assist Recycling Operations Coordinator on site with unloading electronics, attending to customers, etc.
- Starting out at 10-20 hours per week

Relationships

- Reports directly to Recycling Operations Coordinator (or whomever is supervising the program)

Equipment

- Familiarity with standard office equipment
- Familiarity with technology including iPad, Square Reader, and hot spot
- Event equipment including hand-trucks, pallet jacks, carts, ladders and traffic control devices
- PRC's van and a variety of rented vans and box-trucks

Attributes

- Passion for conservation and/or interest in waste diversion and recycling preferred
- 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
- Must be able to operate various iPad applications such as Eventbrite and Square
- 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 lift various recyclable materials (such as televisions, printers, tires, etc.) weighing in excess of 50 pounds.
- Able to work on feet for at least 4 hours per day
- Must be comfortable driving cargo vans and small box trucks

Benefits include accrued paid time off.

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.

To apply send a cover letter and resume to Josh Schuneman at josh@prc.org.