



## Zero Waste Events Coordinator Job Description

**Status:** Exempt / Full Time

**Salary Range:** \$45,000

**Location:** Pittsburgh

**Start Date:** June 1st or before

**How to Apply:** Submit resume and thoughtful cover letter to [chesapeakef@prc.org](mailto:chesapeakef@prc.org)

### Job Summary:

Manage PRC's Zero Waste Events Program under the guidance of the Zero Waste Program Manager, including but not limited to; event assessments and quotes for service, organizing event logistics and day of event management, and waste sorting. This position requires approximately 70% field work and 30% office work, with typically a Thursday to Monday work week from mid-April through October -- during the event season. November through mid-April, the position operates on a more standard Monday to Friday work week and regular office hours.

### Primary Duties and Responsibilities:

- Outreach with existing event clients and recruitment of new events
- Planning event schedule for each season
- Preparing proposals and service agreements in support of Zero Waste event services.
- Lead contractors and volunteers to successfully provide Zero Waste services at events, including, but not limited to, setting up and tearing down equipment and resources, sorting waste, supervising volunteers and contractors, and public education.
- Recruit, train, and manage contractors to work Zero Waste events.
- Design and implement strategic waste diversion systems for events, including collection, transportation, and processing/sorting.
- Prepare reports for clients summarizing the impact of Zero Waste events
- Track and record program data. Develop and manage assigned program and project-specific budgets.

### Secondary Duties and Responsibilities:

- Serve as a spokesperson for the Zero Waste 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.

### Relationships

- Reports directly to Zero Waste Program Manager
- Works in conjunction with Zero Waste Program Coordinator
- 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
- Four 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 (Thursday – Monday)
- Must exhibit commitment to natural resource conservation
- CPR and First Aid Certification a plus
- TRUE Zero Waste Certification desired but not necessary

**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 – 20 foot box trucks

**Benefits:** Benefits include health, dental, vision, life insurance, paid vacation, sick and personal days, 403b plan with employer contribution.

*PRC is an equal opportunity employer. It is the policy of the Pennsylvania Resources Council to employ the person 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 borne 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.*