



Tri-CED Community Recycling
33377 Western Avenue, Union City, CA 94587

Recycling Outreach Specialist

Full time position (40 hours per week)

Compensation: \$60,000-70,000 DOE plus full benefits

Deadline to apply: February 6, 2017 at 5:00pm

Job Description

Tri-CED Community Recycling is California's largest non-profit recycling organization that provides recycling services to the cities of Union City and Hayward.

The Recycling Outreach Specialist position focuses on improving recycling efforts and education in our service areas. This person will work closely with City of Union City and City of Hayward staff to conduct outreach to multi-family (MF) residents and commercial businesses and assist in complying with the Alameda County Waste Management Authority's Mandatory Recycling Ordinance. The Recycling Outreach Specialist will spend significant time in the field conducting site visits, assessments, waste audits, and educational presentations. Follow up work in the office will include updating databases, creating reports, and communicating with property managers/owners via phone as necessary. The Recycling Outreach Specialist will report directly to the Tri-CED management team.

Duties include the following:

- Management of existing customer base to guarantee proper levels of recycling service.
- Contact property managers and businesses via phone, email, and site visits to assist with establishing a recycling program or improving an existing recycling program. Work closely with property managers/owners to address their complex/business' specific recycling and waste diversion needs.
- Assist in development of educational materials on recycling programs and presentations for recycling education.
- Perform commercial waste audits/assessments and recommend service levels for recycling. Conduct and participate in waste characterization studies upon request.
- Build relationships and increase Tri-CED's visibility to promote recycling and diversion programs through participation in community events, trade shows, chamber of commerce meetings and other applicable events, as necessary.

- Utilize the tracking and customer base tolls on a daily basis, document all activities, and develop robust information profiles on customer base to ensure proper recycling levels.
- Other job-related duties, as required.

Required Experience and Education:

- Bachelor's degree in environment studies or related field.
- Minimum 3 years previous experience in related field.
- Valid CA driver's license and clean driving record.
- Proficient in Microsoft Office including Outlook, Word, Powerpoint and Excel.
- Significant experience in waste reduction and recycling work.

Preferred Experience and Education:

- Ability to organize, manage and control workflow of concurrent projects.
- Strong time management skills and organizational skills with attention to detail and accuracy along with an ability to prioritize and handle multiple projects simultaneously.
- Excellent written and oral communication skills, in addition to formal presentation skills.
- Previous customer service, sales or outreach experience preferred.

To apply, please submit resume, cover letter, and supplemental question answers to:

info@tri-ced.com. Subject: Recycling Outreach Specialist.

Supplemental Questionnaire

- 1) Describe your full-time professional-level experience with public and/or private recycling, waste reduction, and diversion programs in the following areas: a. Planning; b. development; c. administration; d. implementation. Indicate if the experience included: contract management, curbside collection, public education and outreach, competitive bid process, recycling centers, processing facilities, composting or organics recovery, commercial/industrial programs, or other resource recovery programs. If you do not have any experience in a specific area, write "None."
- 2) Describe your full-time professional-level experience in the following areas: a. Conducting waste composition studies; b. conducting evaluation and feasibility studies of waste reduction and diversion or resource recovery programs, and preparing progress reports from collected data; c. creating and implementing waste reduction and diversion marketing and public outreach programs; d. making waste reduction and diversion presentations to trade groups, businesses and community groups.