



Zero Waste Specialist Job Description

Organization Overview

The High Country Conservation Center (HC3) is a community non-profit organization that promotes resource conservation in Summit County, Colorado. Our vision is to create a healthy planet through local action. Programs include recycling and composting, climate action, energy and water conservation, and sustainable food production. HC3 engages residents, visitors, and businesses in protecting our local environment.

General Description of Duties

The Zero Waste Specialist works with the Community Programs Manager to promote and support HC3's recycling efforts. This includes helping businesses and homeowners' associations (HOAs) comply with Pay as You Throw and Universal Recycling ordinances. The Specialist will also lead the Oops Tags and Stump the Recyclers summer programs. Additionally, the Specialist will support food scrap and K-12 programming, oversee zero waste interns, present recycling trainings in the community and support HC3's overall zero waste initiatives. The Specialist will be responsible for administrative and office tasks, while also spending time in the field working with residents and businesses. This position reports to the Community Programs Manager.

Qualifications

Required Education

- Bachelor's degree preferred.
- Candidates without a bachelor's degree will be considered if they have 2 or more years of non-profit experience.

Skills & Attributes

- Strong interest in environmental stewardship and conservation.
- At least 1 year of professional work experience.
- Experience working in office and customer service relations.
- Strong computer skills required, especially Word and Excel.
- Detail-oriented with the ability to multi-task and work independently and efficiently.
- Ability to complete tasks in a timely manner.
- Excellent interpersonal and written skills.
- Enjoy working outside with the ability to switch easily from field to office work.
- Must be able to stand for prolonged periods.
- Reliable transportation, valid driver's license, and clean driving record are required.



Essential Duties & Responsibilities

Pay as You Throw & Universal Recycling (50%)

[Pay as You Throw and Universal Recycling](#) are ordinances passed by the Towns of Frisco, Breckenridge, and unincorporated Summit County. These ordinances will provide recycling to any residence or commercial business with trash service.

- Support recycling programs for restaurants, HOAs, government agencies, etc. This may include:
 - Ordering recycling bins, labels, and signage
 - Labeling and delivering recycling bins and signage
 - Supporting staff trainings
- Provide proactive Universal Recycling outreach to Breckenridge, Frisco and unincorporated Summit County businesses and HOAs. This may include making phone calls, answering emails, and/or scheduling in-person meetings.
- Track and report on all outreach activities.
- Support Team on overall ordinance implementation.

Summer Programming (20%)

Stump the Recyclers

- Schedule Stump the Recyclers (educational events) at the recycling centers in Frisco, Breckenridge, and Silverthorne.
- Oversee volunteer planning and engagement.
- Work with the Marketing Coordinator to promote Stump the Recycler events.
- Execute Stump the Recyclers events, answer recycling questions, and support volunteers.
- Compile and report on Stump the Recyclers data.

Oops Tagging

- Schedule Oops Tags dates and prepare route lists.
- Oversee summer zero waste intern. This includes training, monitoring hours, and payroll submission.
- Evaluate residential recycling bins for contamination (non-recyclables) and leave Oops Tag notes recommending areas of improvement or kudos for a job well done.
- Compile and report on Oops Tags data.

Other Zero Waste Programming (20%)

- Oversee daily operations of Food Scrap Program.
- Co-teach K-12 educational material on recycling and composting to school students across the county. This includes assisting with composting at lunch periods.
- Lead community presentations as requested.
- Assist Community Programs Manager with management of pertinent budget sections and community grant management.
- Answer recycling questions via phone and email.
- Maintain the Recycling Search Tool and monitor recycling content on the HC3 website.
- Assist with website, social media, and newsletter updates.
- Author the Ask Eartha column in the Summit Daily on a rotating basis.
- Schedule meetings including but not limited to site visits, internal meetings, meetings with local government counterparts, and SCRAP tours.
- Other duties as assigned.

Fundraising and Events (10%)

- Lead annual Hard to Recycle (HHW) and Compost Giveaway events.
- Support HC3 fundraisers and events, including Party for the Planet, Save Our Snow, Concert in the Park, etc.

Position Information & Benefits

This is a full time, year-round, 40hrs/week position. The typical schedule is Monday-Friday 9am-5pm, with one of these days worked at home. Some projects require weekend, evening or early morning shifts (7am start time). The hiring wage range is \$20/hour to \$23/hour dependent upon experience. Benefits include health insurance, long-term disability insurance, IRA match, and paid time off. Additional compensation available for bilingual Spanish/English speakers.

Application Process

Send a cover letter and résumé to Christy Turner at christy@highcountryconservation.org by Thursday, October 10, 2024, at 5pm. No phone calls, please.