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## Recycling Programs Assistant

I Love A Clean San Diego is in the business of *change*. Help us awaken passion and inspire environmental action, as we work to improve the health and beauty of San Diego. If you're looking for a dynamic, impact-driven organization that values passion and professionalism, we want to meet you! I Love A Clean San Diego is *passion in action*.

**REPORTS TO:** Recycling Programs Manager

**TYPE OF EMPLOYMENT:** Part-time, hourly, 20-25 hours per week

**PAY RATE:** Compensation commensurate with experience

### POSITION OVERVIEW

The Recycling Programs Assistant will perform various public service and administrative tasks related to I Love A Clean San Diego's (ILACSD), Zero Waste Database, WasteFreeSD.org. Additionally, the Recycling Programs Assistant will assist ILACSD's Community Program Department, and other departments with various tasks as needed.

### SPECIFIC DUTIES INCLUDE:

- Operate a multi-line phone system and respond to inbound recycling, household hazardous waste, and storm water calls and requests from the public
- Operate and update ILACSD's proprietary online Zero Waste Database, WasteFreeSD.org
- Assist with the marketing and promotion of Zero Waste Database, WasteFreeSD.org
- Conduct call center administrative duties including appointment scheduling, call logs, mailings, publication inventory, and correspondence
- Assist the Community Program Department including gathering supplies, checking in/out of volunteer kits and supplies including interacting with volunteers, clients, walk-ins
- Attend organization events, booths, and cleanups
- Assist other departments as needed including general office tasks and outreach events, as needed
- Foster positive relationships with residents and businesses who can assist ILACSD in fulfilling its mission
- Other ILACSD supporting activities as necessary

### ATTRIBUTES FOR SUCCESS INCLUDE:

- Bilingual (English/ Spanish) preferred
- Must possess good phone and customer service skills
- Extremely proficient with Microsoft Office, especially Excel and Word
- High level of organization and attention to detail, savvy with technology
- Multi-tasker and quick learner
- Ability to work well independently and on a team
- Knowledge of San Diego region (preferred)
- Knowledge of environmental challenges facing San Diego County, including emerging issues like zero waste



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I Love A Clean San Diego is a values-driven organization so it's essential all team members exhibit ILACSD's following core values and office culture:

**Core Values**

- Live the mission
- Inspire environmental change
- Value partnerships
- Exhibit positive attitude

**Office Culture:**

- Communicate openly to ensure collaboration
- Understanding and supportive of each other and the team
- Respect others and value their opinions
- Encourage learning and growth

If interested in applying, send resume and cover letter to Anais Rodriguez at [arodriguez@cleansd.org](mailto:arodriguez@cleansd.org). No calls please.

*I Love A Clean San Diego is an equal opportunity, affirmative action employer and all qualified candidates are encouraged to apply.*