



## PROJECT EMPLOYEE JOB DESCRIPTION

**Title:** Recycling Campaign Outreach Assistant

**Department:** City of Spokane Solid Waste Department

**Job Type:** Project Employee

**Salary:** \$25.37/hour

**Anticipated Start Date of Project:** 3/1/2020

### **Description:**

Spokane is preparing to launch a city-wide campaign to lower contamination in its curbside recycling program. The city is joining with Spokane County Regional Solid Waste System, the Washington Department of Ecology, the Spokane River Forum and others to re-educate residents on the importance of recycling correctly.

The campaign will be developed and delivered in a collaborative and consistent way that will ultimately keep recycling affordable for city residents. The project employee, working with the current Solid Waste Education Coordinator, will assist with the development and management of this recycling campaign.

### **Essential Functions:**

- Recommend, plan, and help facilitate the implementation of a contamination reduction outreach program for recycling in residential curbside collection
- Work with Spokane Recycling Task Force, including WA Department of Ecology (ECY) and the Spokane County Regional Solid Waste System (SCRSWS), Spokane River Forum and others with messaging efforts to keep consistent terminology and language before the public.
- Meet with SMaRT Center staff to coordinate city recycling truck audits and how data can be used to identify routes that need targeted education or enforcement measures.
- Collaborate with private haulers Waste Management and Sunshine Disposal on anti-contamination language that goes out to their customer base in the city (i.e. multi-family and commercial accounts).
- Identify and contact other agencies and organizations who can help with outreach efforts. (List would include area colleges and universities, private waste businesses like Resource Synergy, and statewide professional organizations like the Washington State Recycling Association, Ecycle Washington and Light Recycle WA).
- Assist with development and management of a city cart tagging program during the summer of 2020 (funding provided in part by *The Recycling Partnership*).
- Coordinate follow-up truck audits to measure impact messaging is having on behavior change.

- Assist Solid Waste Education Coordinator with outreach programs that will include presentations at schools, libraries, Neighborhood Council meetings, and community outreach events.

### **Minimum Qualifications:**

- Education: A combination of education and experience equivalent to an Associate's degree with emphasis in marketing, communications, education or similar.
- Experience: 1 year related experience in: customer service, public contact and education, researching, developing and implementing programs, coordinating with multiple departments, agencies and public groups.
- Possess competent software and analytical skills to extract, analyze, and manage data and provide feedback to customers (e.g. Excel, PowerPoint, Word)
- Must have valid driver's license, satisfactory driving record and pass background check.
- Knowledge of:
  - Principles and practices of solid waste management
  - Current recycling challenges and opportunities
  - Waste reduction practices such as recycling and composting
  - Educational/marketing methodology to enact behavioral change
- Abilities:
  - Supervise temp. seasonal cart taggers
  - Analyze collected data and produce reports for administration
  - Provide accurate information to public in a professional and courteous manner
  - Communicate effectively verbally and in writing
  - Works cooperatively with others
  - Maintain accurate records and reports
  - Operate a computer workstation
- Physical Requirements:
  - Drives City vehicle to job sites. Driving: light
  - Sits for prolonged periods of time
  - May work in extreme weather conditions including heat and rain
  - Work some early mornings, evenings and weekends

### **Send resume and cover letter to:**

Kris Major, Education Coordinator  
 Spokane Solid Waste  
 2900 S. Geiger Blvd.  
 Spokane, WA 99224  
[kmajor@spokanecity.org](mailto:kmajor@spokanecity.org)  
 509-625-6521

### ***About the City of Spokane***

The City of Spokane, home to more than 210,000 people, is located in the heart of the Inland Northwest. Our 2,000 employees strive to deliver efficient and effective services that facilitate economic opportunity and enhance the quality of life for all our citizens. For more information, visit [www.spokanecity.org](http://www.spokanecity.org) and follow us @spokanecity on [Facebook](#), [Twitter](#) and [Instagram](#).