RESOURCE SYNERGY

Project Associate

About Resource Synergy

Resource Synergy is a Northwest-based sustainability consultancy that utilizes technology and experience to efficiently manage decarbonization and waste reduction programs.

We exist to be a catalyst for positive change that creates a healthier environment, economy, and community.

Role Description:

Project Associates play a hands-on role as a Field-based associate and Community Outreach Specialist, supporting sustainability, waste reduction, recycling, and climate initiatives for a range of clients. Primary duties include conducting local community outreach, client bill entry, and coordinating waste service changes on behalf of clients. Success in this role requires strong organizational skills, adaptability to manage multiple priorities, and a passion for driving positive environmental impact in communities and businesses.

Tasks may include, but not be limited to:

- Conducts local community outreach and public-facing outreach to business, school and residential sites.
- Coaches clients on the virtues of recycling and how to participate in programs.
- Performs various field-based tasks such as checking dumpsters for "fullness" and distributing educational materials to households and businesses.
- May conduct industry research for client projects including a review of funding opportunities, and resources to further opportunities for our impact.
- May generate reports such as project summaries or requests for proposals (RFPs) and prepare presentations.
- May manage multiple tasks on multiple projects including answering phones, printing and/or creating training materials, data entry, scheduling meetings and training sessions and filing documents.
- Manages multiple, and sometimes competing, priorities.
- Other duties as assigned.

Role Qualifications and Competencies

Minimum Qualifications

- Bachelor's degree in Business Administration, Environmental Sciences, Marketing, Communications or a related field is strongly preferred.
- Professional Spanish proficiency, but other language fluencies may be considered (E.g. Mandarin, Korean, Vietnamese).
- Experience working with businesses, Tribes, property managers, and other groups and organizations is preferred.
- Proven ability to work with Microsoft 365 suite preferred.
- Must possess a reliable personal vehicle for work-related activities and travel within the local area.

Skills desired to excel in this position

- Collaborative.
- Organized with excellent follow-through ability.
- Sound judgment and discretion are essential.
- Strong communication skills, with the ability to serve as outreach coordinator and offer customer support to effectively engage diverse community groups.
- Previous experience in food service and customer service is highly desirable.
- Willingness to learn new things and grow professionally.
- Adaptable, thorough, and able to operate independently.
- Must be comfortable engaging professionals in conversation with little to no introduction during public-facing outreach.
- Ability to identify the need for, then draw upon, technical expertise when required.

Physical requirements that are beneficial to this role

- Ability to lift and carry materials weighing up to 40 pounds.
- Capable of walking or standing for hours at a time during site visits or community events.
- Willingness to perform field-based activities in varying weather conditions.

If you require accommodation to participate in our hiring process, please let us know.