

NYSAR<sup>3</sup> is seeking a motivated individual to work as an independent contractor under the direction and supervision of the current Coordinator to perform administrative and programmatic tasks. The successful candidate is expected to be available for an average of ten hours per week. The Assistant must have access to a computer, telephone, Internet connectivity, and document scanning capabilities. The need for availability will vary at times, with peak need leading up to and during events

#### General Duties:

- Primarily reports to the NYSAR<sup>3</sup> Coordinator to assist with duties. Occasionally will take direction from the NYSAR<sup>3</sup> President and/or other leadership.
- Design and develop new web pages or reformat existing pages. Update content on existing pages as needed
- Develop, maintain and grow social media presence. Develop updates including photos, articles and event coverage. Publication Layout and Design: Developing brochures, web content, event signage, registration forms, etc. including collection and final layout of the Annual Report
- Layout quarterly newsletter for printing or uploading for electronic distribution.
- Maintain the NYSAR<sup>3</sup> list serve
- Send out press releases as requested by the NYSAR<sup>3</sup> President, Secretary and Media Chairperson
- Assist committee projects by maintaining databases and tracking progress.
- Assist with activities related to the NYSAR<sup>3</sup> Annual Recycling Conference including but not limited to, processing registrations, seeking exhibitors, and attending the conference to assist with set-up, registration, and break-down
- Attend the Federation of New York State Solid Waste Associations annual conference to help volunteer team where needed.
- Assist with various grant administrations.
- Assist NYSAR<sup>3</sup> leaders with organization of events, including but not limited to the Emerging Professionals Network, Organics Summit, Textiles Summit, local meetings, and other events as identified. This task will include assistance with logistics, promotion, registration and execution of the event
- Other duties as assigned

#### Qualifications:

- Bachelor's Degree in Communications, Environmental Studies or related fields. (Completed or in progress)
- Experience with graphic design
- Excellent communications skills, including writing, proof reading and speaking
- Excellent interpersonal skills both in person and by phone, with high professionalism
- Excellent customer service ethic and high expectations for quality
- Passion for and experience with environmental and materials management issues
- Charismatic, enthusiastic, positive energy to work environment
- Ability to work on a flexible work schedule - equating to an average of 10 hours per week.

#### Compensation:

This position is as an independent contractor. The Contractor will be responsible for all income taxes. Expenses related to the acquisition and maintenance of the necessary equipment are negotiable. NYSAR<sup>3</sup> will reimburse reasonable travel and other expenses with prior approval.

#### To Apply:

Please submit a resume and cover letter to Lisa Ruggero at [nysar3@gmail.com](mailto:nysar3@gmail.com) by Friday, April 21, 2017.

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<http://www.nysar3.org>

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