



Program Assistant Opportunity

Do you have a passion for waste prevention? Are you looking for a job where you can make a difference in a collaborative environment? At The Great Exchange, a passion for what we do is our driving force and we are expanding! As part of this team your work will have a direct and positive impact on communities across the State and on our environment.

The Great Exchange facilitates new use opportunities for unneeded office and operating supplies, classroom and creative materials, office furniture, and small fixtures in new/like new condition at its facility in Devens, MA. Recovered resources are diverted from the waste stream and made available to schools, libraries, municipalities, nonprofits, and businesses with significant savings.

The Great Exchange is seeking a Program Assistant to support our exciting growth as we strive to preserve more valuable resources and benefit a greater number of establishments and institutions. This individual will assist the Program Administrator in the day-to-day operation of The Great Exchange. The position will start with an average of 25-30 hours per week with a flexible schedule and is expected to grow to a full time role in the fall. Starting pay is \$19/hour with 11 paid holidays.

Areas of Responsibility Include:

- Assist with the collection and transportation of new inventory from donor sites
- Document new inventory and participate in the organization and display of items
- Support customer visits with tours, program overviews, resource inquiries, and sales
- Identify, promote, sell and ship items via online marketplaces, i.e., Facebook, eBay, etc.
- Participate in the identification, implementation of operational efficiency improvements

Required Abilities:

- Have a valid driver's license and be able to operate a small cargo van
- Capable of lifting and moving up to 30 pounds
- Effective verbal, written and personal communication skills
- Experience and comfort level with social media tools
- Able to work independently, use good judgment in the solution of problems

To learn more about The Great Exchange, visit www.tgedevens.com. For more details about the position and to apply, email Executive Director Dona Neely at donaneely@tgedevens.com.

The Great Exchange is an award-winning program hosted by the Devens Eco-Efficiency Center, a nonprofit with a mission to help industrial, commercial, and service entities improve the sustainability of their operations.