

**North Central Regional Solid Waste Cooperative
aka MassToss Cooperative**

Job Description: Regional Resources Coordinator, aka. Waste & Recycling Coordinator

Overview of Position

The communities of Ashby, Athol, Ayer, Devens, Groton, Harvard, Littleton, Lunenburg, Petersham, Phillipston, Royalston, and sometimes Townsend make up the North Central Regional Solid Waste Cooperative (MassToss). The Regional Resources Coordinator, under the direction of the Board of Directors provides technical assistance on solid waste management services for its member municipalities, cost effective solutions for source reduction, recycling, and reduction in toxicity and volume of solid waste disposed and may include negotiating cooperative bid contracts for services, educational outreach, and monitoring and/or recommending compliance with local, state and federal solid waste and recycling regulations.

Duties and Responsibilities vary and may include

- 1) Design and solicit bids for contracted services
- 2) Direct management of Cooperative programs, including fee-for-service programs, technical assistance, grants, and town-specific assistance.
- 4) Identify and apply for supplemental revenue, such as grants.
- 5) Implement and manage special collection and distribution events, including backyard compost bins, rain barrels and other waste reduction items for residents.
- 7) Publicize Cooperative's activities via various outlets including social media, website, signs, and press.
- 8) Design and implement programs which assist member towns, residents, businesses, institutions, and schools with waste management, reduction, and diversion activities, including collection, recycling, composting, source reduction, and hazardous materials management.
- 9) Ensure that the Cooperative follows all statutes and regulations pertaining to solid waste, hazardous waste, contracting, and personnel.
- 10) Supervise programs managed by Cooperative employees, contractors, interns, and volunteers.
- 11) Prepare annual budget, monitor budget income and expenses.
- 12) Ensure Cooperative's insurance policies are appropriate, up-to-date, and paid in a timely manner.
- 13) Coordinate meetings, agendas, minutes, and serve as staff representative.
- 14) Identify goals and objectives for the Cooperative
- 15) Conduct educational programs for residents, businesses, institutions, schools, and town government, including the design, production, and dissemination of educational/informational materials.
- 16) Serve as a Cooperative representative on state and regional committees, boards, panels as needed.
- 17) Serve as a liaison between Cooperative towns and federal and state government waste management agencies/departments.

18) Work in partnership with organizations like DEP, EPA, Planning Commissions, watershed groups, Mass Municipal Association, The Product Stewardship Institute, The Northeast Resource Recovery Association (NRRRA), Northeast Recycling Council (NERC), solid waste / recycling companies and MassRecycle.

19) Manage the content of the Cooperative's website.

20) Other duties as assigned.

- Responsible for educational awareness and campaigns for town, school, community and business partners
- Pursue grants for recycling and solid waste reduction from DEP and other governmental agencies
- Assist and participate with coordination and promotion of household hazardous waste and recycling events for the community
- Report writing, news articles and promotion of public information utilizing multiple media outlets

Preferred Work Experience /Qualifications

- Bachelor of Science/Arts, Environmental Studies degree helpful. Three to five years' experience in solid waste management. Experience in the public sector preferred.
- Experience in the solid waste or recycling industry in lieu of education will be considered.

Minimum Qualifications

- Valid driver's license.
- Proficiency in Microsoft Word, Excel, PowerPoint
- Excellent organizational skills
- Ability to interact effectively with the general public and town officials.
- Ability to work on multiple and diverse projects on a regular basis.
- Excellent customer service experience and ability to problem solve.
- Experience in public outreach and education
- Excellent communication skills
- Extensive understanding of budgets and financial systems.
- Political and diplomatic skills.
- Ability to work cooperatively with others.
- Familiarity with state and federal statutes and regulations relevant to the position.
- Self-motivated

WORKING CONDITIONS

Home office is required. Involves travel and attendance at committee meetings, including evening meetings.

PAY: negotiable

CONTACT PERSONS:

Cooperative Chair, Tom Delaney, tdelaney@grotonma.gov and Director, Tessa David, Recycle@charter.net

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and abilities required to perform this job.