



# Program Specialist Opportunity

The Devens EcoEfficiency Center is a 501c3 nonprofit organization. We are seeking a Program Specialist to assist primarily with our largest program, The Great Exchange (TGE). Now is an exciting time to be a part of The Great Exchange team! Based in Devens, MA, this award-winning nonprofit program is experiencing significant growth and has big plans for the upcoming years.

The Great Exchange contributes to the circular economy by facilitating new use opportunities for office and operating supplies, classroom and creative materials, office furniture, and small fixtures that are in new/like new condition but no longer needed by businesses and institutions that are closing, downsizing, or changing their operations. TGE redirects these valuable resources from the landfill or incinerator to benefit hundreds of schools, libraries, municipalities, nonprofits, and businesses.

We are seeking a full-time Program Specialist to support our growth and contribute to plans to expand the program. This position requires a dynamic individual who possesses strong leadership skills and is passionate about making a difference in the community. This individual will assist the Program Manager in the diverse day-to-day activities and will quickly gain full operational responsibilities.

Starting pay is \$23/hour with 11 paid holidays, 15 sick days, 2 personal days and one week vacation per year, which increase after three years.

## Responsibilities

- Help to collect, document, process new inventory
- Coordinate tasks with volunteers to manage inventory efficiently
- Support shoppers with onsite visits, inquiries, and payments
- Contribute to development and publication of marketing materials, social media content
- Maintain and update website content
- Manage online sales with EBay and Facebook Marketplace
- Participate in the pursuit of operational efficiencies and growth opportunities

## Requirements

- Experience and comfort level with Microsoft Office Suite
- Able to manage multiple tasks and prioritize in a dynamic work environment
- Strong organizational skills with attention to detail in administrative tasks and ability to work with minimal day-to-day supervision
- Effective verbal, written and personal communication skills
- Valid driver's license and ability to confidently drive a small cargo van
- Able to lift and move up to 30 pounds

## Preferred Skills

- Experience in social media management to effectively communicate with the community.
- Familiarity with WordPress
- Experience working in a nonprofit or community-oriented setting a plus

To learn more about TGE, visit [www.tgedevens.com](http://www.tgedevens.com). For more details about the position and to apply, email Program Manager Amanda Lansing at [amandalansing@tgedevens.com](mailto:amandalansing@tgedevens.com).