



POSITION AVAILABLE:
Rethink Waste Project - Program Manager
Please submit applications by: May 19, 2021

LOCATION: 16 NW Kansas Ave. Bend, OR 97703 (Currently working remotely)

DESIRED START DATE: Between June 22nd – June 29th, 2021

ABOUT US:

The Environmental Center (TEC) is a regional hub of environmental education, engagement, and action. In collaboration with local communities, we work to advance a healthy, vibrant place to live, work and play – for all of us today and for future generations to inherit. Our mission is to embed sustainability into daily life in Central Oregon. We are educators, advocates, and organizers who believe local action can make a world of difference. *Learn more at envirocenter.org.*

We are committed to listening, learning and understanding how The Environmental Center can help to dismantle systemic oppression. We prioritize equity and accessibility in the decisions we make, partnerships we build, services we deliver, and outcomes we seek to achieve. We're seeking a teammate who is willing to grow with us and participate in this process. To learn more about our commitment to equity, go [here](#).

SUMMARY OF POSITION:

The Rethink Waste Project Program Manager leads and manages The Environmental Center's (TEC's) Rethink Waste Project (RWP), which educates and advocates for waste prevention, reuse, recycling, food waste prevention, and composting in Deschutes County. The position is responsible for all aspects of program planning as well as execution of day-to-day tasks. The position also works closely with the executive director, supervisor and other development staff to secure funds to support the RWP program and to report on annual program activities to funders and TEC's Board of Directors.

This a full-time, 36 hours/week position. The work schedule will generally be 9 to 5 with some flexibility. Occasional evening and weekend work will be required. Right now, due to COVID-19, staff are primarily working from home. This person should reside in Central Oregon (Deschutes, Crook or Jefferson County), and we're open to discussing a hybrid home/office model in the future to lessen the burden of commuting. *See page 3 for more information about remote work.*

This position reports to the Energy & Waste Program Director and collaborates with the Events & Outreach Manager and other staff from time-to-time. This position manages contractors on occasion and may supervise temporary and/or part-time staff in the future. They may also supervise interns and/or volunteers to assist them in achieving program goals and objectives.

Lead Rethink Waste Project (90%)

Lead staff person for TEC's work to increase waste prevention, reuse, recycling, and composting infrastructure and behavior in Deschutes County. The RWP focuses on community education through outreach, marketing, online presence, and technical assistance. Works with supervisor, the Executive Director and Board of Directors to develop strategic goals for the RWP and an action plan to achieve those goals, and then leads implementation of that plan.

Specifics include:

- Identify and implement new waste prevention and recovery initiatives in cooperation with TEC and its RWP partners.
- Develop and implement an annual outreach, communications and marketing campaign that raises awareness of the RWP and increases adoption of waste prevention, reuse, recycling, and composting behaviors and decreases food waste by Deschutes County residents and businesses. This includes a mix of the following activities, which will change as the program evolves and grows:
 - Generating earned media coverage to deliver a variety of perspectives and voices, resources, information, and calls to action to the community
 - A paid print, digital and/or billboard media campaign
 - A regular social media campaign, primarily using Facebook, Instagram and YouTube
 - Presentations for community groups and local businesses, among others
 - Organizing and delivering events, such as Repair Cafes, speakers, or movie screenings, that educate and engage residents and businesses
 - Creating brochures, postcards, print and digital ads, and posters, and/or managing a graphic design contractor to do that work
 - Researching and writing content for regular blog posts and a monthly e-newsletter
 - Supporting waste recovery at community events organized by others and at local businesses
 - Maintain RWP sections of the TEC website with up-to-date information, resources, and blog posts
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- Manage the RWP annual budget and update monthly with advertising, event, and contract expenses
- Lead implementation of RWP elements of TEC's annual grant with the Deschutes County Department of Solid Waste and our annual service agreements with Deschutes County garbage and recycling companies.
- Stay up to date on DEQ's Waste Prevention, Reuse & Recycling Program required elements, and collaborate with RWP partners to make sure that Deschutes County meets those requirements.

- Work cooperatively with the Executive Director, supervisor and/or development staff to grow the reach of the RWP into Crook and Jefferson counties and to apply for private and public (local/state/federal) grant funding, where appropriate, to support the RWP and/or to add additional program elements.
- Write reports to funders on RWP progress, meeting funding reporting requirements and deadlines.
- Advocating for policies at the regional and state levels that support RWP goals by writing letters of support and/or encouraging the community to do the same through grassroots organizing.
- Work cooperatively with partners on the RWP project, including Deschutes County Department of Solid Waste local garbage and recycling companies and other local governments and businesses in Central Oregon.

WE ARE LOOKING FOR:

- A commitment to TEC's mission and to uphold the values adopted in our Team Charter
- A commitment to building a more diverse, inclusive organization and a local environmental movement
- A willingness to learn, adapt, and be flexible as we navigate the complexities of COVID-19
- Creative and innovative thinking that can help all individuals to fully participate in our mission
- Communication that fosters collaboration with staff, Board of Directors, members, and local media to achieve strategic goals, while building trust across diverse communities.
- Prior experience in the following areas is highly preferred:
 - Waste prevention, reuse, recycling and composting .
 - Ability to work collaboratively with others as well as independently
 - Public speaking and creating engaging presentations for virtual and in-person events
 - Developing and implementing marketing and communications plans
 - Using online tools for communications, especially Mailchimp and WordPress (our current tools)
 - Managing social media
 - Writing engaging original content for use online and in print

Environmental initiatives, including those of The Environmental Center, have too often been exclusionary. Additionally environmental injustices and climate change disproportionately hurt the most marginalized people in society including people of color, from working class backgrounds, women, and LGBTQ+ people. Because we believe that these communities must be centered in the work we do, we strongly encourage applications from people with these identities or from other communities who experience underinvestment.

WE CAN OFFER:

This is a non-exempt, full-time, hourly position. The wage range is \$20 to \$25 per hour, depending upon experience. Candidates with skill sets or experiences (such as language fluency or advanced education/training) that significantly contribute to this role may be compensated up to 15% above the base wage. Benefits include a group medical and dental insurance policy (TEC pays 85% of the premium); access to a SIMPLE IRA retirement plan with

an employer match of up to 3% of the employee's annual gross income; and a generous personal-paid-time-off policy. We invest in continuing education opportunities for all staff in ways that will help them succeed.

Our team consists of 14 staff and 13 directors. We are a growing organization — and in full transparency, this means our team must be adaptable, flexible and comfortable with change. Our facility in downtown Bend offers a casual, open workplace with a kitchen, community meeting rooms, and outdoor space. Our staff is working from home right now, which may still be the case when this position starts. TEC will provide a laptop, external monitor, keyboard and mouse, plus a small stipend to support a comfortable home office. Staff are currently using their personal cell phones for phone calls. We will provide training and on-boarding in ways that feel safe to all participants at that time: virtually, in-person, or both.

We respect that each person on our team contributes to a healthy, sustainable community in their own unique way. In other words, you don't have to identify as 'an environmentalist' to join our team. If our values align, we'd love to meet you.

TO APPLY:

Please mail or e-mail a cover letter describing your interest in the position, a resume, and three relevant references who can speak to your qualifications, to:

The Environmental Center, Attn: Lindsey Hardy
E-mail: lindsey@envirocenter.org
16 NW Kansas Ave, Bend, OR 97703
No phone calls please.

Please submit applications by Wednesday, May 19, 2021.

To request an accommodation, please contact lindsey@envirocenter.org or call (541) 385-6908 X11.

TEC is committed to equal employment opportunities. We make our employment decisions based on organizational needs and individual qualifications; not on race, age, gender identity, sexual orientation, religion or belief, national origin, or physical/mental disabilities.