



Position Title:
Rethink Waste Program Coordinator

LOCATION: Must be based in Central Oregon. Our staff and interns operate in a hybrid work environment, which means that we spend time working at the office, at home, and out in the community. The Environmental Center is located at 16 NW Kansas Ave, Bend, OR 97703.

DESIRED START DATE: Ideally mid December 2022; flexible start date into early January 2023.

HIRING TIMELINE: Applications will be reviewed beginning November 14th. Please apply by November 14th for priority consideration. Interviews will be conducted November 28th-December 2nd. Decision will be announced by December 9th.
The position is open until filled; applications will be reviewed as they are received.

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.

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 looking for a teammate who is willing to learn with us and participate in this process. Learn more about TEC's mission and commitment to equity at envirocenter.org.

SUMMARY OF POSITION

The Rethink Waste Program Coordinator (RWPC) will support the Rethink Waste Project (RWP), a core program of The Environmental Center. RWP envisions a community that understands the upstream and downstream impacts of using Earth's resources and makes responsible decisions about the consumption, use, and disposal of materials.

Our goal is to empower Deschutes County residents, visitors, and businesses through education and engagement to prevent waste and then recover as much as possible. The RWPC will advance this vision through a variety of projects that involve storytelling and setting community members up for success to reduce, reuse/repair, recycle, and rot.

This is a part-time position, approximately 15 hours per week. Some evening and weekend work may be required.

SUPERVISOR: This position reports to the Rethink Waste Program Manager.

SUPERVISORY RESPONSIBILITIES: This position does not supervise any other staff. It may support interns or volunteers on occasion.

ESSENTIAL OUTCOMES FOR THE SUCCESS OF THIS POSITION

- Communicate Community Innovation Fund successes and opportunities.
- Deliver a local waste prevention and recovery awareness campaign.

In addition, each TEC staff member is asked to:

- Develop an annual work plan with clear, measurable goals that are consistent with TEC's strategic plan.
- Identify and work towards annual growth and development goals.
- Participate in diversity, equity, and inclusion (DEI) learning opportunities and conversations.
- Represent the values adopted in our Team Charter.

SCOPE AND DUTIES OF THIS POSITION

Program Delivery: Community Innovation Fund (~30%)

The Community Innovation Fund (CIF) is a funding program that supports individuals, businesses, and community organizations throughout Deschutes County to advance projects that prevent and recover waste in Central Oregon. The RWPC will support the CIF's success and expansion by:

- Creating a visual database of past Community Innovation Fund projects including videos, interviews, photo gallery, blog posts in format such as StoryMaps or Felt maps.

- Conducting outreach and marketing activities to share about the Community Innovation Fund, focusing efforts on communities that may not have access to similar resources.

Community Outreach (~40%)

The RWP educates and raises awareness among Deschutes County residents, visitors, and businesses about waste prevention and recovery via website, blogs, newsletters, social media, paid advertising, and other digital media. The RWPC will work closely with the RWP Program Manager and The Environmental Center's Communications Manager to:

- Create social media content based on existing RWP resources such as the Rethink Waste Guide and website.
- Schedule and track paid advertising.
- Write blog posts based on community questions, key interviews, and local events.
- Update and put up posters throughout our community for RWP events such as Repair Cafés.
- Update design elements for posters, ads, signage, etc. as needed.
- Track upcoming events and activities.

Community Engagement (~20%)

The RWP also conducts more hands-on engagement with Deschutes County residents, visitors, and businesses to increase waste prevention and recovery. The RWPC will work closely with the RWP Program Manager and RWP interns, and occasionally recruit volunteers, to:

- Schedule and attend events (such as farmers markets, fairs) to share about local waste prevention and recovery resources.
- Support reuse in our communities by coordinating reusable resource checkouts for community events.
- Support waste recovery in our communities by conducting waste sorting education at community events.

Other (10%)

- Participate in monthly check-ins and an annual review with your supervisor.
- Be present at the office to answer community inquiries and provide information about TEC, in accordance with our adopted hybrid workplace policy.
- Provide vacation coverage, as needed
- Complete timekeeping and other reporting requirements on time

- Participate in organization-wide activities as needed, including our Mountainfilm, Earth Day Fair, Member Appreciation Lunch and Green Tour events.

WE ARE LOOKING FOR...

Preferred Qualifications:

- Interested in engaging with all three pillars of sustainability - a healthy environment, social equity, and economic vitality.
- Interest in waste prevention and recovery - reduce, reuse/repair, recycle, rot.
- Self-motivated with a desire to take initiative.
- Proficiency using email, online forms, and social media.
- Proficiency with research and writing, specifically for blogs.
- Some experience with graphic design, photography, videography, and/or editing.
- Comfortability driving and/or biking to various locations near TEC to poster. (We have an electric vehicle available to staff and interns if a driver's license can be provided.)

Other:

- Commitment to TEC's mission.
- Commitment to building a more welcoming, inclusive organization and regional sustainability movement.
- Communication that fosters collaboration with staff, board, financial supporters and community partners to achieve strategic goals and build trust across diverse communities.
- Creative and innovative thinking that can help all individuals fully participate in our mission.

Environmental initiatives, including those of The Environmental Center, have too often been exclusionary. Environmental injustices and climate change disproportionately harm the most marginalized people in our society including people of color, from working-class backgrounds, women, and those who are LGBTQ+. We believe that these communities must be centered in the work we do, and strongly encourage people with these identities to apply. Current college/university students and recent graduates are encouraged to apply as well.

We also 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.

The position requires English language fluency because the region we serve primarily speaks English as a first language. Bilingual candidates, especially in English and Spanish, are highly encouraged to apply and may be compensated above the base wage for the value this brings to the organization as we work to engage the full diversity of the Central Oregon region.

WE CAN OFFER...

This is a non-exempt, part-time (15 hrs/wk), hourly position with a flexible work schedule. Some evening and weekend work may be required.

The base wage for the position is \$20.00 per hour. Candidates with Spanish language fluency, lived or professional experiences, advanced education, and/or training that will significantly contribute to the success of this role may be compensated up to a maximum of \$22.00 per hour.

Benefits include access to a SIMPLE IRA retirement plan with an employer match of up to 3% of the employee's annual gross income; a generous personal-paid-time-off policy; and \$250 per year to pursue continuing education opportunities that support the Coordinator's success in the position.

Our current team consists of 15 staff and 13 directors. Our facility in downtown Bend offers a casual, open workplace with a kitchen, community meeting rooms, and outdoor space. We have a hybrid workplace where employees split their time between working from home, out in the community/schools, and in the office, with some positions requiring more time in the office than others. Because we are a place-based organization, all TEC staff need to reside in Central Oregon. TEC will provide a laptop, external monitor, keyboard, and mouse, plus a small stipend to support a comfortable home office.

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.

The Environmental Center
ATTN/SUBJECT: Rethink Waste Program Coordinator
16 NW Kansas Ave, Bend, OR 97703

E-mail: udara@envirocenter.org

No phone calls please.

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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.