

## Summary of Position

The Rethink Waste Program Coordinator (RWPC) supports the [Rethink Waste Project](#) (RWP), a core program of The Environmental Center (TEC). 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 help lead Deschutes County (and Central Oregon) in developing a sustainable relationship with materials, by preventing waste where possible, and recovering as much as possible of what's left. The RWPC will advance this vision by organizing RWP events, managing or supporting low-waste logistics at select events, conducting education and engagement, coordinating reusables checkouts, and supporting innovative waste prevention initiatives.

**Type of Position:** This is a part-time, non-exempt position, approximately 24 hours per week. Some evening and weekend work will be required for events, usually with advance notice.

**Expected start date:** Early-mid September 2024

**Reports to:** This position reports to the Rethink Waste Program Manager

**Supervisory Responsibility:** This position does not supervise any other staff. It may support interns or volunteers on occasion.

**Work Environment:** The Environmental Center (TEC) is located at 16 NW Kansas Ave. Our team consists of 16 staff and 10 directors. Our facility in downtown Bend offers a casual, open workplace with a kitchen, community meeting rooms, and outdoor garden spaces.

We operate as a hybrid workplace that offers employees the flexibility to work at the office, out in the community, and remotely (at home or other locations) to successfully achieve the roles and responsibilities outlined for each position, recognizing that some roles require more in-person and/or office time than others. For the RWPC, there are a number of key events that require in-person participation in the community and preparation of supplies and other resources at TEC.

## About The Environmental Center (TEC)

TEC is a regional hub of environmental education, engagement, and action. Our mission is to embed sustainability into daily life in Central Oregon. 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. We strive to prioritize equity and accessibility in the decisions we make, partnerships we build, services we deliver, and outcomes we seek to achieve.

You can learn more about us and read our values at [envirocenter.org](http://envirocenter.org).

Environmental initiatives, including those of The Environmental Center, have too often been exclusionary. We recognize that community members who are Native, Indigenous, Black and other people of color, 2SLGBTQ people, those with disabilities, people who are houseless, those with low incomes, and people who live in rural areas are most adversely affected by climate change and environmental degradation, and oftentimes the least included and prioritized. We believe that these communities must be centered in the work we do, and strongly encourage people with these identities to apply for this position.

## Essential Outcomes for the Rethink Waste Program Coordinator

1. Organize and grow events like Repair Cafés, and manage/support low-waste event logistics for TEC-wide and select community events.
2. Conduct high-quality community education and engagement by tabling at events, delivering presentations and workshops, and creating engaging content for wider distribution via social media, newsletters, blog posts, and the website.
3. Coordinate reusable resource checkouts and support other innovative waste prevention initiatives that reduce waste in Deschutes County.

In addition, each TEC staff member is asked to:

- Create an annual work plan to achieve your goals, consistent with TEC's strategic plan.
- Identify and work towards your annual growth and development goals.
- Participate in and put into practice TEC's commitment to diversity, equity, and inclusion (DEI) - which includes but is not limited to engaging in individual and team learning opportunities and attending/supporting community events and programs hosted by other organizations.
- Represent TEC's values and uphold our Team Charter.

## Scope and Duties

The following scope and duties are provided based on our best estimation. With recent program changes, we anticipate some future adjustments based on overall program delivery.

### 1. Event Coordination and Low-Waste Support (~40%)

- Organize [Repair Cafés](#) and other RWP events, which includes coordinating with TEC staff, event venues, fixer volunteers, attendees, sponsors, and other stakeholders as



needed, in collaboration with the RWP Program Manager and Events Manager. A key contribution of this role will be to increase the frequency and reach of Repair Cafés.

- Lead and/or support low-waste event logistics for TEC-wide and select community events. This may include managing or supporting staffing of waste-sorting stations with staff and volunteers, implementing reusable dishware where possible, and pursuing other waste-reduction measures. For events where reusable dishware is used, post-event work may require rinsing and cleaning items in a commercial dishwasher at a nearby commissary kitchen.

## 2. Education and Engagement (~30%)

Conduct high-quality waste prevention and recovery education and engagement in the community through a variety of means:

- Schedule and attend tabling events.
- Deliver designated community presentations and workshops.
- Perform outreach to businesses, organizations, and other community groups.
- Create informative and engaging content for social media, newsletters, blog posts, and the website, working with the RWP Program Manager and Communications Manager.
- Update and put up posters promoting RWP programming throughout our community.

## 3. Coordinate Reusables and Support Waste Prevention Initiatives (~20%)

- Coordinate reusable resource checkouts, including the current dishware kits and other items in an expanding lending library, for community members in a responsive manner.
- Support pilot projects, like a possible reusables pilot project, and other innovative waste prevention initiatives. The amount of work associated with this piece will vary based on the project, with a higher degree of work required when launching or implementing a new initiative. Support of these initiatives may include a range of activities, such as coordination with community partners, conducting research, participation in planning meetings, and helping support or manage implementation.

## 4. 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 for other team mates as needed.
- Complete timekeeping and other reporting requirements.
- Participate in organization-wide activities as needed, including our Mountainfilm event, Earth Day Fair and Parade, Sustainability Awards, and donor/supporter events.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.



The Rethink Waste Program Coordinator's scope of work requires English language fluency because the region we serve primarily speaks English as a first language. Candidates who are bilingual in English and Spanish are highly encouraged to apply and may be compensated above the base wage for the value this brings to the role and our organization's ability to engage Spanish speakers in Central Oregon.

Because we are a place-based organization, the person in this position will need to reside in the Central Oregon region.

## We Are Looking For

- Passion for sustainability.
- Interest in waste prevention and recovery – reduce, reuse/repair, recycle, compost.
- \*Prior relevant experience with all or some of the following:
  - Managing events and/or volunteers
  - Conducting community education and engagement
  - Initiating and/or coordinating projects
  - General sustainability, climate action, or waste reduction work
  - Any other equivalent experience applicable to the role and responsibilities
- \*Spanish language fluency
- Self-motivated with a desire to take initiative.
- Enjoys communicating, interacting with, and helping people.
- Able to connect with diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities.
- Able to organize many moving pieces while paying attention to the details.
- Proficiency using email.
- Comfortable driving for events. (We have a shared electric vehicle available to staff if a driver's license can be provided.)

\*Eligible for a wage bump; see below.

All TEC employees are required to complete Form I-9, Employment Eligibility Verification.



## Compensation & Benefits

The base wage for this position is \$20.97 per hour. New employees may be eligible for a wage increase up to a maximum \$24.97 per hour if they have one or more of the qualifications starred above:

- Spanish language fluency
- Prior experience (must be directly relevant to the position)

In addition, TEC offers:

- Group medical, vision, and dental insurance policies (TEC will pay up to 50% of the Option 1-Gold monthly medical+dental premium for the employee only);
- Access to a SIMPLE IRA retirement plan with employer match up to 3% of the employee's annual gross income;
- Paid holidays and a generous personal-paid-time-off policy;
- Annual stipend to pursue growth and development opportunities.

TEC will provide a laptop, external monitor, keyboard, and mouse, plus a small stipend to support a comfortable home office.

## Ready to Apply?

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.

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.

**Please submit applications by Monday, August 12, 2024.**

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Please note this job announcement is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities of the employee to do this job. Duties, responsibilities, and activities may change at any time with or without notice.

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

If you need assistance or an accommodation due to a disability, please contact us at [info@envirocenter.org](mailto:info@envirocenter.org) or call us at (541) 385-6908.

