



POSITION AVAILABLE:
Rethink Waste Engagement Manager
Please submit applications by: July 21

Summary of Position

The Rethink Waste Engagement Manager (RWEM) educates and engages the community around waste prevention, reuse, recycling, and composting in Deschutes County. The position is responsible for all aspects of program planning and execution of Rethink Waste's education and outreach efforts and deliverables for grants, working closely with other TEC staff, volunteers, and partners. The position will work closely with the Communication Manager to implement the program's advertising and communications plan, and with the Rethink Waste Innovation Manager and Program Director to fulfill and report on annual program activities and grant deliverables.

The Engagement Manager leads day-to-day implementation of RWP activities, oversees program marketing and education campaigns, coordinates events, manages community partnerships, and supports reporting related to TEC's grant agreements and service contracts.

Type of Position: This is a full-time, Type 1, non-exempt position, 32 hours per week. Some evening and weekend work will be required.

Expected Start Date: August 24th, or earlier if available

Reports to: This position reports to the Program Director.

Supervisory Responsibility: This position supervises occasional interns and volunteers and may supervise program coordinators, if applicable.

Work Environment: The Environmental Center (TEC) is located at 16 NW Kansas Ave.

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 RWEM, there are several key activities that require in-person participation in the community and the preparation of supplies and other resources at TEC (more details below).

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, the partnerships we build, the services we deliver, and the outcomes we seek to achieve. We have a new shared leadership model that distributes decision making using a self-management system.

You can learn more about us and read our values at 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 these communities must be at the center of our work, and we strongly encourage people with these identities to apply for this position.

Essential Outcomes

- Conduct high-quality community education and outreach.
- Manage an Annual Waste Prevention Marketing Plan.
- Organize Repair Cafés and other reuse and repair events, and manage low-waste event logistics for select events.

In addition, each TEC staff member is asked to:

- Create an annual work plan to achieve your goals that is consistent with TEC's strategic plan.
- Identify and work towards your annual growth and development goals.
- Participate in TEC's commitment to diversity, equity, and inclusion (DEI) - which may include but is not limited to engaging in 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

Education and Outreach (30%)

Conduct high-quality community education and outreach around waste prevention and materials management.

- Lead and manage countywide education initiatives to build awareness and drive behavior change around waste prevention, reuse, recycling, and composting.
- Conduct high-quality waste prevention and recovery education and outreach in the community through a variety of means:
 - Manage an annual calendar of community-facing activities aligned to funding requirements and RWP goals.
 - Create, update, and distribute the Rethink Waste Guide working with design partners to fulfill Opportunity to Recycle Act (OTR) requirements.
 - Schedule and attend tabling events.
 - Design and deliver presentations and workshops to community members, civic groups, and businesses with a focus of reaching a broad range of demographics.
 - Produce and deliver a high-quality monthly newsletter.
 - Create informative and engaging content for the newsletter, blog posts, and social media in collaboration with the Communications Manager and Rethink Waste Innovation Manager.
 - Maintain website content to be current and accurate.
 - Host, support, or participate in outreach activities and events outside of Bend and Redmond to expand the reach of the program across Deschutes County.
 - Modify education and outreach messaging as needed.
 - Cultivate partnerships, with a focus on communities historically underrepresented in environmental initiatives.
- Monitor trends in waste prevention and community needs.
- Stay informed about evolving waste and prevention policy requirements and best practices such as DEQ's Opportunity to Recycle (OTR) required elements and updates with the Recycling Modernization Act (RMA).

Marketing (20%)

Develop and implement an Annual Waste Prevention Marketing Plan, that includes advertising and promotional campaigns with practical waste prevention actions.

- Create and execute a year-round Advertising Plan
 - Plan and place advertisements across appropriate channels, which may include web, print, social media, radio, and other approved platforms.
 - Recommend media placements based on the intended audience and campaign goals, refreshing quarterly to align with planned campaign themes.

- Work with design contractors to design ads.
 - Refresh placements quarterly to align with planned campaign themes.
- Identify and pursue opportunities for media coverage related to waste prevention programs, events, and community activities.
- Promote events, presentations, workshops, and other programming via press releases, postering, ads, and other methods.
- Coordinate with partners on timing, review, and release of public-facing media content.

Events (25%)

Coordinate and lead community repair, reuse, and waste-prevention events, managing partnerships, volunteers, logistics, and outreach to advance sustainability goals

- Lead Repair Cafés, and other Repair, Share, or Reuse community events
 - Coordinate with local groups to plan, promote, and implement at least two events each in Bend and Redmond annually.
 - Manage volunteer coordination, logistics, and post-event reporting.
 - Ensure event tools and materials are well-maintained and organized.
- Manage low-waste event logistics for select TEC and community events.
- Participate in, host, and/or promote a minimum of four additional events each year in Bend and Redmond that support waste prevention program goals.
- Support and grow volunteer engagement in RWP programs.

Budgeting and Reporting (15%)

- Report to and coordinate with funding partners through monthly check-in meetings.
- Develop and manage the Outreach and Education budget.
- Monitor budget and ensure program spending aligns with annual allocations.
- Track performance metrics and prepare quarterly and annual reports.
- Assist and support other TEC programs and staff as needed.

Organizational Responsibilities (10%)

- Participate in regular check-ins and an annual review with your supervisor.
- Engage in regular internal communication with staff through slack.
- Engage in regular external communications through email.
- 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 teammates as needed.
- Complete timekeeping and other reporting requirements.
- Participate in organization-wide activities as needed, including our MountainFilm event, Earth Day Fair and Parade, Green Tour, and donors/supporter events.
- Represent TEC at select community events organized and hosted by others.

- Collaborate with the Communications Manager on communications needs and outreach strategies.

We Are Looking For

- Organized, creative, self-directed person
- Comfortable working both independently and collaboratively
- Community outreach and education experience
- Comfortable public speaking and working with the public
- Event planning and volunteer coordination experience
- Marketing and communications skills
- Project/program management experience
- Commitment to sustainability, equity, and community-centered work
- Comfort navigating shared leadership models
- Proficiency with Google Workspace apps
- Experience building and maintaining community partnerships
- Strong written communication skills (newsletters, presentations, social media, website content)
- Experience managing multiple projects, deadlines, and budgets
- Ability to engage diverse audiences and foster inclusive participation
- Willingness to work occasional evenings and weekends
- Interest in waste prevention, reuse, recycling, and composting,
- I-9 Employment Eligibility Verification will be required.

Compensation & Benefits

The wage for this position is \$25.75/hour - 29.75/hour to start, depending on experience and qualifications.

In addition, TEC offers:

- For full time employees:
 - Group medical, vision and dental insurance policies. TEC pays up to 85% of the premium for full-time employees;
 - Access to a SIMPLE IRA retirement plan with employer match up to 3% of the employee's annual gross income;
 - 13 paid holidays per year, paid volunteer time, a generous personal-paid-time-off policy, and a sabbatical after 7 years;
 - \$500 annual stipend to support 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?

Applicants that have a mix of the desired experience, even if not all, are encouraged 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.

Applications are due by July 21, 2026.

Send to Denise Rowcroft - denise@envirocenter.org

The Environmental Center, Attn: Denise Rowcroft

PO Box 970 Bend, OR 97709

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 or call us at (541) 385-6908.