



**TITLE:** School Recycling Coordinator  
**POSITION STATUS:** Funded through June 30, 2020 (future employment based on grant funding)  
**SALARY:** Up to \$40.00 per hour for no more than five (5) hours a week through end of the current school year. Possibility of renewal based on grant funding.  
**SCHEDULE:** Flexible; the expectation is that 95% of hours worked will occur during school hours.

**JOB SUMMARY:** Under the supervision of the Waste Reduction Coordinator for the City of Salem, the Recycling Coordinator will be responsible for improving recycling in Salem's school district.

**DUTIES AND RESPONSIBILITIES:**

Serving as the main point of contact to school-based recycling stakeholders (custodians, food service, teachers, staff, students, parent volunteers). Communicating, outreach, and providing regular technical assistance to schools and administrative departments to improve or expand recycling efforts. Completing waste audits, tracking progress and communicating the success of the program through social media, websites and newsletters. Developing and implementing recycling educational and outreach programs for key stakeholders, such as trainings for custodians and food service staff. Assisting schools in the development of new recycling programs, educational programs, and recycling events

**KNOWLEDGE, SKILLS AND ABILITIES:**

Strong understanding of the recycling and solid waste industry. Strong skills in project management, problem-solving, and public speaking. Experience leading teams and working with many stakeholders. Excellent written and verbal proficiency in English. Ability to work independently and prioritize projects. Proficient with computers and computer processing software, especially Microsoft Office. Valid driver's license and access to a reliable vehicle. Ability to speak Spanish preferred.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

**EQUAL OPPORTUNITY EMPLOYER:**

The City of Salem is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Qualified individuals are encouraged to apply to [jobs@salem.com](mailto:jobs@salem.com) no later than March 4, 2020.

HUMAN RESOURCES, Lisa B. Cammarata, Director, City of Salem, 98 Washington Street, 3<sup>rd</sup> floor, Salem, MA 01970  
978-619-5630

DATED:2/19/2020