

POSITION: EDUCATION COORDINATOR

REPORT TO: DIRECTOR, CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION

GENERAL PURPOSE OF JOB

- Formulate, expand, implement, and maintain solid waste and recycling education and public relations for Buena Vista, Carroll, Crawford, Guthrie and Shelby Counties (service area).

CERTIFICATES, QUALIFICATIONS AND LICENSES

- Bachelor degree from an accredited four (4) year college or university and/or equivalent work experience in a field related to position is preferred and at least two years of related experience in positions that may include outreach, training and development, teaching, program management, communications, and/or public relations.
- Valid driver's license along with reliable transportation.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- The majority of the time will be spent collaborating with partners, doing presentations, attending events, or in a vehicle traveling to and from sites.
- The environment will commonly be an office setting with few hazards. Hazards may be encountered when entering or walking in the household hazardous waste area, entering or walking in landfill areas, entering or walking in the solid waste transfer station area, and outdoor weather conditions. Travel in car between sites in each county will be required.

REQUIREMENTS, SKILLS AND KNOWLEDGE

- Environmentally conscious.
- Ability to effectively meet and deal with the public.
- Ability to effectively communicate verbally and in writing.
- Required to manage time effectively and be available during non-standard work hours for public meetings and presentations. Independently work with little or no supervision.
- Effectively use technology (PCs, mobile devices, apps, digital equipment, copier, scanner, fax machine, etc) to facilitate and enhance outreach efforts.
- Competencies in Microsoft Office (including Word, Excel, and PowerPoint).
- Presentations to schools, interested organizations such as Rotary clubs, Kiwanis clubs, Chamber offices, town hall meetings and others as deemed appropriate.
- Ability to deal with households on a one on one basis.

DUTIES AND RESPONSIBILITIES

- Develop public education programs and media promotion for integrated solid waste management, recycling, hazardous waste reduction, and waste minimization strategies for residents, municipalities, schools, businesses, and other organizations in the service area.
- Develop and distribute educational and promotional materials regarding waste and recycling programs to include newspaper articles, media news releases, public service announcements, brochures, and school worksheets.
- Seeks opportunities to work with new and existing community partners to educate children and adults about managing waste and environmental stewardship. Responsible for the development and maintenance of relationships with partners.
- Represents the service area in classrooms, educating students and teachers, as well as adult learners, concerning the proper disposal of household hazardous waste, recyclables, solid waste, appliances, electronic waste, tires and other areas
- Creates fresh, creative message and curricula to educate targeted audiences.
- Recommends and implements community awareness and outreach initiatives.
- Organizes surveys and maintains records of all education and outreach efforts.
- Performs other special projects, duties, and responsibilities as assigned by the Director.
- Ability to be the Environmental Management Resource (EMR) for the service areas Environmental Management System (EMS).

TIMEFRAME

- Job description and application can be picked up at the Recycling Center, 19111 Kittyhawk Avenue, Carroll, IA or found at www.westcentralsolidwaste.com
- Cover letter and application are due by 4:00 p.m. Friday, May 31, 2019.
- Interviews will be held the week of June 3, 2019.
- Start date of July 1, 2019.

OTHER

- Full time position utilized by 5 counties.
- Hours 7:30 to 4:00 p.m. M-F or as needed to complete the job duties (40-hour work week)
- Hourly rate of \$18 to \$22 per hour based on experience and qualifications.
- Benefits include IPERS, Health and Life Insurance, vacation, and other benefits listed in the Commission's handbook.
- Mileage paid at Federal Mileage Rate.
- Questions, call Mary Wittry at 712-792-5001 or mwittry@carrollcountylandfill.com
- Carroll County Solid Waste Management Commission is an equal opportunity employer.

CARROLL COUNTY SOLID WASTE
MANAGEMENT COMMISSION
19111 KITTYHAWK AVENUE
CARROLL, IA. 51401

Phone #: 712-792-5001
Fax #: 712-792-5074

AN
EQUAL
OPPORTUNITY
EMPLOYER

APPLICATION FOR EMPLOYMENT

PERSONAL DATA:

1. NAME: _____
2. ADDRESS: _____
3. TELEPHONE NUMBER: _____
5. GENERAL PHYSICAL CONDITION: *EXCELLENT* () *GOOD* () *FAIR* () *POOR* ()
6. DESCRIBE ANY PHYSICAL DISABILITIES WHICH COULD HINDER YOU IN THE PERFORMANCE OF THE POSITION(S) FOR WHICH YOU ARE APPLYING: _____

EDUCATION AND TRAINING:

	No. of years completed	Did you graduate?
ELEMENTARY	_____	_____
HIGH SCHOOL	_____	_____
COLLEGE	_____	_____
TECHNICAL	_____	_____

7. LIST ANY SPECIAL TRAINING (VOCATIONAL SCHOOLS, SHORT COURSES, WORKSHOPS, ETC.) THAT YOU MIGHT HAVE HAD THAT WOULD AID IN THE PERFORMANCE OF THE POSITION(S) FOR WHICH YOU ARE APPLYING: _____

8. LIST ANY SPECIFIC MACHINERY OR SPECIAL SKILLS AT WHICH YOU ARE COMPETENT: _____

REFERENCES:

8. _____
 (name) (title)

 (address) (telephone)

9. _____
 (name) (title)

 (address) (telephone)

10. _____
 (name) (title)

 (address) (telephone)

EMPLOYMENT RECORD:

<p>11. DATES EMPLOYED: _____ POSITION HELD: _____ STARTING SALARY: _____ FINAL SALARY: _____ NAME AND ADDRESS OF EMPLOYER: _____ _____ IMMEDIATE SUPERVISOR: _____ TITLE: _____ TELEPHONE NUMBER: _____</p>	<p>DESCRIPTION OF DUTIES: _____ _____ _____ _____ REASON FOR LEAVING: _____ _____ _____</p>
<p>12. DATES EMPLOYED: _____ POSITION HELD: _____ STARTING SALARY: _____ FINAL SALARY: _____ NAME AND ADDRESS OF EMPLOYER: _____ _____ IMMEDIATE SUPERVISOR: _____ TITLE: _____ TELEPHONE NUMBER: _____</p>	<p>DESCRIPTION OF DUTIES: _____ _____ _____ _____ REASON FOR LEAVING: _____ _____ _____</p>
<p>13. DATES EMPLOYED: _____ POSITION HELD: _____ STARTING SALARY: _____ FINAL SALARY: _____ NAME AND ADDRESS OF EMPLOYER: _____ _____ IMMEDIATE SUPERVISOR: _____ TITLE: _____ TELEPHONE NUMBER: _____</p>	<p>DESCRIPTION OF DUTIES: _____ _____ _____ _____ REASON FOR LEAVING: _____ _____ _____</p>

CERTIFICATION OF APPLICANT: (READ CAREFULLY)

I HEREBY CERTIFY THAT THIS APPLICATION CONTAINS NO MISREPRESENTATIONS OR FALSIFICATIONS AND THAT THE INFORMATION GIVEN BY ME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE THAT SHOULD INVESTIGATION AT ANY TIME DISCLOSE ANY SUCH MISREPRESENTATION OR FALSIFICATION, MY APPLICATION WILL BE REJECTED, I WILL BE DISMISSED FROM SERVICE, AND I WILL BE DISQUALIFIED FROM APPLYING IN THE FUTURE FOR ANY POSITION WITH THE COMMISSION. I FURTHER AUTHORIZE THE COMMISSION TO MAKE ALL NECESSARY AND APPROPRIATE INVESTIGATIONS TO VERIFY THE INFORMATION CONTAINED HEREIN.

MAY WE CONTACT YOUR PRESENT EMPLOYER? _____ FORMER EMPLOYERS? _____
SIGNATURE OF APPLICANT: _____ DATE: _____