



## NORTHEAST KINGDOM WASTE MANAGEMENT DISTRICT

P.O. BOX 1075 LYNDONVILLE, VERMONT 05851  
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[www.nekwmd.org](http://www.nekwmd.org)

### **The Northeast Kingdom Waste Management District is seeking Outreach Coordinator**

The Northeast Kingdom Waste Management District is currently seeking a full-time Outreach and Recycling Coordinator to join our team. This position is full-time (40 hours per week), Monday-Friday, 7:30am to 4:00pm, based in Lyndonville, VT. Some overtime, weekend, and evening work is required (these hours are subject to change). Under the direction of the Executive Director, serve as the point of contact for all public engagement activities, including but not limited to education and outreach of all District programs.

#### Responsibilities:

- Develop and implement outreach for District programs including, but not limited to: recycling, composting, waste reduction, household hazardous waste, special recycling programs, clothing swaps, etc.
- Develop and implement outreach and education plans for residents, schools, businesses, organizations, and institutions to ensure compliance with Vermont's Universal Recycling and Composting Law, landfill bans, and Single-Use Products ban.
- Provide technical assistance to businesses, schools, and local organizations for materials management.
- Promote District programs through attendance at fairs, home shows, farmers markets, and other public events and venues.
- Act as District liaison for haulers and member-towns.
- Provide training to District recycling center attendants.
- Host workshops (virtually and in-person) on waste reduction (for example, DIY non-toxic cleaners), backyard composting, recycling and District programs, etc.
- Design and update website using Wix platform. Ensure all necessary documents are updated on website, including Board of Supervisor meeting minutes and agendas, public notices, etc.
- Oversee all social media campaigns including Facebook, Instagram, Front Porch Forum, and radio ads. Write and record new radio ads as needed.
- Become proficient in the State of Vermont permitting and certification process for District facilities and assist haulers and facilities with permitting and certifications.
- Investigate potential new District collection programs or community programs and activities and report findings and recommendations to the Executive Director.
- Collaborate with organizations to support or implement new programs to increase impact in community.
- Assist in developing grant proposals. Collect, analyze, manage, and report on grant programs as necessary.
- Attend regular meetings with other Vermont Recycling Coordinators
- Assist in preparation of District's annual report
- Other duties as assigned

#### Knowledge, Skills, and Abilities:

- Bachelor's degree in education, environmental science, marketing or closely related field, or applicable experience in a similar position is preferred
- Willingness and ability to interact with the general public in a positive manner.
- Highly organized with ability to work alone or in groups
- Proficiency in various computer application – Microsoft (WORD, EXCEL, ACCESS)

#### Benefits & Compensation:

Life insurance, short and long-term disability, sick leave, enrollment in the Vermont Municipal Employee Retirement System (VMERS), 11 paid holidays, vacation. The position is hourly and the range is \$16.80-19.60/hour.

To apply: Please email Resume and Cover Letter to Paul Tomasi, Executive Director, [director@nekwmd.org](mailto:director@nekwmd.org), subject line "Outreach Coordinator". Applications will be accepted on a rolling basis until position is filled.