

Bartholomew County Solid Waste Management District (BCSWMD): Education Coordinator



Incumbent serves as the Education Coordinator, responsible for developing, implementing, and maintaining a community education/outreach program both for schools and the community as a whole. These duties will require 40 hours of service per week including occasional evenings and weekends. Working hours will be established by the Director and may vary as workload fluctuates, general hours 7:30 am to 4:30 pm.

1. Responsible for developing and implementing school and community outreach programs including promotion, scheduling, and presentations to all Bartholomew County residents (schools, philanthropic, industry, and community groups).
2. Establishes and maintains a public outreach program thus promoting all District programs and special events including but not limited to monthly newspaper articles/columns, live and recorded radio spots, District and County websites, printed materials, and social media avenues.
3. Organizes and coordinates District public events and special events (Earth Day, America Recycles Day) including any volunteer needs.
4. Assists with monthly reporting of Recycling, Reuse, and Yard Waste programs.
5. Reports Solid Waste activities to the County Commissioners and Board quarterly.
6. Assists with Preparing the District Annual Report.
7. Assists with the Commercial Cardboard Program including promotion, recruitment, education, and troubleshooting.
8. Manages the Teacher Reuse area at the Little Red Schoolhouse. Assists with the Little Red Schoolhouse Too as needed.
9. Manages the Adopt-A-Road and Event Recycling loaner programs.
10. Assists in the routine operation of all District programs.

JOB REQUIREMENTS

Baccalaureate degree in the Education, Communication, Life Sciences. or comparable work experience. Strong writing, public speaking, and education/outreach skills are required.

Ability to effectively communicate, both orally and in writing, with a wide variety of individuals, including local, state and federal officials and members of the general public.

Legally qualified to operate a motor vehicle.

Proficient using common office software (MS Word, PowerPoint, Excel)

Must pass a routine drug screening test.

This position is full-time with benefits; salary is \$41,730 working hours may vary depending on need. Some evening and weekend work will be required. Policy and guidance will be provided by the BCSWMD Director as per the District Board of Directors. Candidates are preferred to have a Bachelor's Degree in Education, Communication, Life Sciences, or comparable work experience. Strong writing, public speaking, and outreach skills are required. Applicants should submit a cover letter, resume, and District application form (available at www.bcswwmd.com) by **May 17th** to the BCSWMD Offices located at 720 South Mapleton Street, Columbus, IN 47201. BCSWMD is an Equal Opportunity Employer.