



managing change
in a resource-constrained world
RECYCLE.COM

Job Opening – Resource Recycling Systems

Job Title – Consultant/Project Manager

Posting Date – December 1, 2015

Closing Date – Open Until Filled

RRS isn't your average consulting firm.

Sure we have databases and hi-tech gadgets and fancy degrees, but we also get our hands dirty. Our people don Tyvek suits instead of power suits, and sort through waste to provide a realistic assessment of a waste stream. We lace up our work boots instead of slipping on a pair of high heels, and research the flow of a particular type of packaging through a material recovery facility (MRF). We're not afraid to ask the tough questions, especially if it leads to the right solution for sustainability.

That's not to say we don't clean up well. We can go from the sorting room to the board room to provide actionable solutions that are based on science and real-world application. We're even one of Michigan's 50 Companies to Watch. We build infrastructure, expand recovery, enhance product design, improve business practices and solve issues across the supply chain. All in a day's work.

We have an in-house communications team that delivers compelling messages to reach the ops manager, the CEO, the mayor, or the public at large. Industry knowledge and the means to communicate it – that's a powerful combination.

With over 500 years of combined experience and more than 900 projects under our belt, we've been around the block, a few times. Our experts include cutting-edge industry professionals, engineers, economists, technical analysts, and communication specialists who possess core strengths in materials and recovery, life cycle management and applied sustainable design. We are called upon by industry publications, organizations and conferences to lead the conversation and drive change.

We get sustainability, organics and recovery, but we also get people. We want top performers that can strengthen relationships, build and grow the business, all while having a positive environmental impact. Sometimes that takes flexibility. RRS understands that normal office hours may not be M-F, 9-5. We also understand that geography is not a limitation to greatness – a virtual office can be as agile, efficient and productive as a brick and mortar office. Flexibility with an expectation of strong, smart work yields the best results for all involved. Did we mention RRS isn't your average consulting firm?

RRS will hire a consultant to work with project teams and engineers on a variety of projects including research, reporting, solid waste planning, collection system management, and program best practices.

Job Responsibilities:

- Effective Project Management including: budget management, time management, project execution, work presentation and close out;
- Oversight, quality control and delivery of high quality deliverables;
- Research and analyze a wide variety of business, analytical/technical information (data analysis, program and budget statistics and data metrics) and communicate it effectively to business and lay audiences;

- Write reports, presentations, articles, blogs, memos for a variety of audiences in diverse formats;
- Work collaboratively to execute project tasks as part of project teams;
- Proposal development including responding to RFPs, scoping and drafting budgets;
- Client management and engagement, including delivery of all work scopes and deliverables on time;
- Work with senior managers to cultivate new business opportunities;
- Act as an ambassador for RRS at events, conference and within our professional community of practice ;

Key Qualifications:

- Organized, self-motivated, ability to set work priorities and complete work with minimal supervision;
- Proven experience working on multiple projects and tasks within the sustainability and resource management field;
- Ability to manage complex projects and meet deadlines;
- Previous experience managing people and project teams;
- Creative problem analysis abilities to solve multi-dimensional problems;
- Strong interpersonal skills. Proven ability to facilitate meetings, engage with client stakeholders, speak publicly and facilitate client/project relations a plus;
- Effective and dynamic communication skills (both verbal and written). Technical writing experience a plus;
- Ability to evaluate, apply and communicate technical information;
- Capacity to travel to client sites, conferences, and other venues;
- Proficiency in Microsoft Word, Excel and PowerPoint, GotoMeeting or other webinar software.

Minimum Qualifications:

- Four-year degree in natural resources, sustainable systems, environmental sciences, environmental policy, business, economics or related field.
- At least five years professional experience working in a sustainability-related field, packaging, recycling, materials management, municipal, state or federal resource management and development programs; sustainability programs; operations; or planning. Previous consulting experience a plus.

Pay Range: \$50,000 to \$75,000 depending on experience and qualifications. **Resource Recycling Systems is an equal opportunity employer.**

Start Date: Position to be filled in 2016.

To Apply: Interested candidates should submit a cover letter, resume, writing or slide deck sample, and list of references. Cover letters should address the candidate's ability to meet key and minimal qualifications (as described above) as well as their experience and interest in this position. Please submit all materials to Elizabeth Hughes at Resource Recycling Systems.

Resource Recycling Systems
Attn: Elizabeth Hughes, Office Manager
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