



MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Invites your interest in the position of:

PUBLIC EDUCATION & OUTREACH SPECIALIST

\$23.84 - \$30.43/hr.

(6 steps)

Join our team of professionals who are committed to making a positive impact on the environment and experience a challenging and rewarding career!

Under direction of the Director of Community Programs, assist with the delivery of the District's education programs and community outreach activities promoting waste reduction, reuse, recycling, and composting; responsible for preparation of a variety of public education and information materials and media; and perform other job-related duties as required.

ESSENTIAL FUNCTIONS

- Perform a variety of clerical and administrative tasks, data analysis and report preparation utilizing MS Office software with minimal instruction and supervision.
- Ability to support and expand upon MRWMD's use of electronic media, including website and social media
- Conduct MRWMD tours for groups, organizations, and schools.
- Staff community events to provide District information and outreach; working in cooperation with local haulers at community events; support zero waste implementation at community events.
- Provide school and public presentations on topics including waste reduction, recycling, composting and reuse. Assist with school assemblies.
- Ability to lift, and move objects up to 25 pounds without assistance.
- Ability to sit for prolonged periods of time (2+ hours)
- Ability to stand for prolonged period of time (2+ hours)
- Possession of a current California Driver's License issued by the State Department of Motor Vehicles, including on-going insurability to drive District vehicles.
- Ability to work some evening and weekends
- Ability to read, write and speak fluent English

DESIRABLE QUALIFICATIONS

Knowledge of:

- Environmental and policy issues related to waste reduction, recycling and composting including the California Integrated Waste Management Act and CalRecycle programs and mandates.
- Waste management and resource recovery systems
- Proficient use of computer software such as word processing, spreadsheets, desktop publishing, Adobe PDF, PowerPoint and Outlook.
- Proficient use of social media platforms and web content management programs such as WordPress and Google Analytics.
- Proficient use of computers, peripherals, digital camera and internet for research.
- Sound customer service practices and procedures.
- Public information methods and practices.
- Student Education (pedagogy) and/or California State Education Standards
- Techniques used in effective written and oral presentations including public speaking.
- Advertising and marketing techniques.
- Bilingual English/Spanish language skills desirable.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Two years of varied and responsible experience in community outreach, public information and environmental education. High School diploma required. Associates or Bachelor's degree in related field desired.

TO APPLY: visit www.mrwmd.org - Download an application and full job description. Return completed application and job description with resume by **EMAIL:** to hr@mrwmd.org, **FAX:** 831-384-3567 or **MAIL:** Po Box 1670, Marina, CA 93933.

Application deadline: 8/14/15, 4PM