



Job Announcement
MANAGER, RECYCLING PROGRAMS
KEEP AMERICA BEAUTIFUL
Washington, DC Office
May 2015

Job Title: Manager, Recycling Programs

Location: Washington, DC

POSITION DESCRIPTION/RESPONSIBILITIES: Each of KAB's recycling programs are designed to raise awareness about recycling and, most importantly to engage individuals to recycle and recycle more of the right materials. In this position, the individual will be responsible for all aspects of managing the growth and execution of the national America Recycles Day program including – program development (program content, website, registration and reporting), stakeholder engagement, promotional partner building and marketing communications. In addition, as a member of the recycling department team the individual will also support other recycling programs: RecycleMania, Recycling@Work, Recycle-Bowl and the KAB Public Space Infrastructure Building Initiative. The individual will support specific elements of these programs, to include planning, organizing, data and collateral management, communications and outreach to stakeholders, program evaluation, identifying research opportunities and other program management responsibilities.

The Manager, Recycling Programs, reports to the Senior Vice President, Recycling of Keep America Beautiful. For individual program elements, the Manager, Recycling Programs will work with the individual Project Directors.

QUALIFICATIONS:

- A minimum of 3 years experience in direct Programming and Project Management.
- Sustainability/recycling subject matter expertise required
- Experience-based knowledge in marketing and communications, preferably for a social marketing project or similar community/individual activity.
- Demonstrated superior organization skills to manage multiple projects and meet critical deadlines.
- Excellent communication skills
- Proven self-starter and be a team player
- Digital proficiency preferred: PowerPoint, Excel, social media and content management systems. Experience with Illustrator, Survey Monkey, Constant Contact and Wordpress and Joomla web platforms preferred.

TRAVEL: The position requires occasional travel, to include overnight travel.

COMPENSATION: Consistent with experience and salary history.

PROMOTION POTENTIAL: This position has promotion potential to Project Director

LOCATION: Position is located in Washington, DC.

ABOUT KAB

A leading national nonprofit organization, Keep America Beautiful inspires and educates people to take action every day that improves and beautifies their community environment.

Keep America Beautiful believes we all must play a role in creating clean, green and beautiful places to live that are environmentally healthy, socially connected and economically sound. Our impact is driven by the work and passion of more than 600 community-based affiliates, hundreds of partner organizations, millions of volunteers, and the generosity of corporate partners, municipalities and individuals,

Keep America Beautiful provides the expertise, programs and resources to help people **reduce waste and litter**, **recycle right**, and **protect the natural beauty** of the places in which we live. Education and behavior change are the cornerstones of our organization, and our service projects are based on the knowledge and needs of local communities.

Established in 1953, Keep America Beautiful continues to bring people together to transform public spaces into beautiful places. To donate and take action, visit <http://www.kab.org>.

KAB is an equal employment opportunity employer and, as such, will recruit, employ, train and promote qualified individuals without regard to their race, color, religion, sex, age, national origin, marital status, sexual orientation, physical handicap, disability status as a disabled veteran, or any other consideration made unlawful by federal, state or local laws.

Send cover letter including salary history and requirements and resume to: recruitment@kab.org