

## CONTRACTOR POSITION AVAILABLE

**POSITION TITLE:** Municipal Assistance Coordinator, Western District (WE)

**POSITION DESCRIPTION:**

The Municipal Assistance Coordinator (Coordinator) for the Western District (WE) provides technical assistance to municipalities to increase recycling, composting, waste reduction, household hazardous waste diversion and regional cooperation. The Town of Longmeadow has a SMRP Host Community grant from the Massachusetts Department of Environmental Protection (MassDEP) that covers the wages and travel expenses of the Western District Coordinator.

As the Host Community, the Town of Longmeadow will provide office space, phone, computer, and email for the Coordinator.

The Coordinator will act under the supervision of the MassDEP and will serve 100 municipalities in a district known as “Western”. The district extends from Ware to Richmond. For a map and list of communities in the district, please visit: <http://www.mass.gov/dep/recycle/reduce/macmap.htm>

The Coordinator will assist municipalities in reducing their solid waste tonnage by implementing new, and/or increasing the effectiveness of existing, recycling, composting, waste reduction, household hazardous waste and Pay-As-You-Throw programs. The Coordinator will hold regional meetings for municipal officials, provide relevant updates and information to district communities and regional solid waste districts, , evaluate the effectiveness of municipal waste reduction programs, assist communities with identifying goals to improve recycling programs, coordinate special events as needed, conduct research on successful waste reduction programs in the district and maintain solid waste/recycling data from municipalities. The Coordinator will also manage six to eight more extensive projects with designated municipalities each year, as assigned by MassDEP.

This position will coordinate activities and share information with seven other MassDEP Municipal Assistance Coordinators, MassDEP Boston recycling staff and officials from the Franklin County Solid Waste Management District, Hilltown Resource Management District, Northern Berkshire Solid Waste Management District and the Southern Berkshire Solid Waste Management District. and with MassDEP recycling staff in the Boston office.

The Coordinator will communicate DEP grant opportunities and data reporting requirements relating to the Sustainable Materials Recovery Program and the Annual Solid Waste and Recycling Survey with member municipalities.

The position requires extensive travel (in-state) to visit municipalities and attend meetings (including some evening meetings).

**SALARY:**

This is an independent contractor position. The position is funded at 36 hours per week, with an annual ceiling of 1,800 hours. Annual starting salary \$55,000 and up to \$5,000 additional annual reimbursement for self-employment tax (Social Security and Medicare). Use of personal vehicle is required. Vehicle mileage, tolls and parking will be reimbursed. Limited funding for in-state professional conferences is also provided.

**WORK EXPERIENCE/QUALIFICATIONS:**

Minimum qualifications:

- Experience managing projects and/or people; demonstrated understanding of effective project management tools.
- Excellent verbal and written communication skills.

- Excellent organizational skills and ability to prioritize and juggle multiple competing projects.
- Ability to promote or “sell” concepts and/or programs to audiences that have varying degrees of receptivity.
- Ability to work with minimal direct supervision; self-directed.
- Ability to share information and work as part of a team (with counterparts around the state).
- Basic understanding of municipal government in Massachusetts.
- Exceptional interpersonal skills and ability to communicate and build relationships with diverse audiences (municipal staff, elected officials, recycling committees, regional entities).
- Proficiency with Microsoft Office suite, including Excel, Word, Outlook, and PowerPoint.

Desirable:

- Understanding of municipal curbside and drop-off recycling and composting programs.
- Understanding of solid waste and recycling collection contracts.
- Experience with public speaking, preferably including presentations to municipal Boards of Health, Public Works Departments or Boards of Selectmen.
- Experience coordinating and/or implementing environmental initiatives in the community, in an academic setting, or in the workplace.
- Understanding of the Commonwealth’s goals and policy framework on solid waste reduction and management.
- Ability to organize data and manipulate spreadsheets to demonstrate project results

**TO APPLY:**

Please send resume, cover letter and three professional references via email to Town of Longmeadow, C/O Paul Pasterczyk at [ppasterczyk@longmeadow.org](mailto:ppasterczyk@longmeadow.org) or 735 Longmeadow Street, Longmeadow, MA 01106.

**Applications will be accepted through Friday, October 7, 2016.**