



Northern California Program Coordinator

Northern California Area

Summary

The Mattress Recycling Council (MRC) seeks qualified candidates to serve as an in-state staff member to assist in the on-going implementation of the statewide mattress recycling program. This position will perform varied tasks required to develop, implement and maintain a successful mattress recycling program in the Northern California territory.

About the MRC

Formed by the International Sleep Products Association (ISPA) in 2013, MRC is a non-profit organization that will develop and implement mattress recycling programs in states that require mattress recycling, including California. These programs are funded by a fee collected on the sale of each mattress within the state. MRC's objectives are aligned with these laws: to promote and encourage the proper recycling of mattresses at end of life.

Scope of Work

In 2013, Connecticut, Rhode Island and California enacted mattress recycling laws creating the statutory framework to fund the collection, transportation and recycling of discarded mattresses. Connecticut was the first state to implement in May of 2015. California began December 30, 2015 and Rhode Island will launch in 2016. Important information about the California program created through SB-254 is described in that state's mattress recycling law :

http://www.leginfo.ca.gov/pub/13-14/bill/sen/sb_0251-0300/sb_254_bill_20130927_chaptered.pdf

MRC has designed the California mattress recycling program to meet the requirements of the law, regulations and program plan. To fund the program, retailers will collect an \$11 per unit fee from the sale of each mattress, and then remit that fee to MRC. MRC will use collected fees to pay for transportation, recycling, consumer education and program administrative costs.

Responsibilities

- Managing stakeholder relationships including: state and local agencies, transfer stations, solid waste management companies, transporters, mattress retailers, manufacturers, recyclers, collectors and non-governmental environmental organizations
- Public speaking and presentations in various forums
- Maintain collection site compliance through site visits and audits on regular schedule or as needed, to troubleshoot and maintain successful relationships
- Visit all eligible solid waste facilities in assigned territory. Describe program and contracting options with the goal of expanding the no-cost drop off collection network
- Serve as primary point of contact for special/large volume collection events
- Assist in developing and disseminating state-specific public education and outreach campaigns in conjunction with MRC public relations staff. Duties will include distributing information materials to mattress retailers and other stakeholders
- Closely monitor mattress volumes into recycling facilities and outbound volumes of consolidated recyclables to downstream vendors
- Respect the confidentiality of business proprietary data of MRC and the parties with which MRC does business
- Maintain database of mattress drop off sites and collected mattresses
- Analyze data and prepare monthly and annual reports

- Serve as primary point of contact on MRC website for the assigned territory
- Work cooperatively with other California Program Coordinators to create an effective and efficient state wide recycling program
- Other tasks as necessary

Preferred Skills & Qualifications

- Candidates will be required to work from a home office. The ideal location for this position is the Sacramento area
- Experience with and/or knowledge of municipal solid waste and recycling systems, laws and regulations
- Experience with the contracting process and commercial insurance
- Experience/familiarity working with governmental agencies, non-profit organizations, recyclers and business professionals
- Experience with and/or knowledge of retail operations, transportation logistics and communications
- Experience with and/or intimate knowledge of municipal recycling programs or product stewardship laws, familiarity with mattress products

Mandatory Skills & Qualifications

- Candidate must have a suitable home office with strong internet connection and cell phone connectivity. A quiet work environment is required for taking phone calls. Employee will work independently and must have excellent time management skills
- Employee must provide vehicle appropriate for professional meetings, have a valid driver's license, and carry current motor vehicle liability insurance including \$500,000 liability insurance
- Travel is required, particularly at the start of the Program. Travel time will vary, may exceed 50% of the time, and may include overnight and weekend travel. Extensive travel throughout the region will be required to visit solid waste facilities, recyclers, retailers and other entities involved in the program.
- Strong public speaking, training, and presentation experience.
- B.S. from accredited four year college/university
- Fluent with computers and Microsoft office suite

Compensation

This is a full-time salaried telework position; salary commensurate with experience. MRC provides an extensive benefit package.

*For consideration, please send a resume and cover letter to
opportunities@mattressrecyclingcouncil.org*