

## **Part Time Position – New Mexico Recycling Coalition (NMRC) Deputy Director of Technical Programs**

The Deputy Director of Technical Programs provides expertise to community recycling programs and other special projects. This position will assist NMRC with training development and instruction, technical assistance to communities around the state and education and outreach services. A portion of this position relies on programs that are contingent upon funding. Salary is hourly. Travel is required. The position will be expected to work from home (Internet required) under the direct supervision of the Executive Director. The position will also assist NMRC with administration, financial management, program development and management, grant management and reporting, training registrations, event planning, outreach and membership services.

Required skills include project management, word processing, spreadsheets, PowerPoint, desktop publishing and excellent people and public speaking skills. Graphic design skills beneficial. Knowledge of recycling operations and education required. Valid driver's license required. A Bachelor's degree with three years of experience in the recycling or related industry is required, with preference for Nationally Certified Sustainable Resource Managers. Santa Fe based is preferable, but not required.

This is a part-time position with an average of 25 hours per week. Hours could increase to 35 per week depending on funding. Rate is \$23-26/hour depending on experience. Benefits depend on average hours per week worked and include 40-60 hours paid time off per year, health insurance not included but \$75-150 health insurance stipend paid to employees following 6 months of employment and \$60 monthly reimbursement for cell phone and internet.

How to Apply? Mail or email your resume, cover letter and three references to Sarah Pierpont ([sarah@recyclenewmexico.com](mailto:sarah@recyclenewmexico.com)) or PO Box 24364, Santa Fe, NM 87502) by February 24<sup>th</sup>. Do not mail items certified mail.

### Job Responsibilities to Include:

- 1) Oversee in-the-field component of a USDA funded Tribal Technical Assistance and Training program that assist's NM's tribes with launching or expanding their recycling programs and develop and conduct 2-3 trainings in the late spring of 2016
- 2) Provide technical assistance to NM communities on recycling operations, education and outreach, marketing and quality control of recyclable material
- 3) Travel to communities to provide in-the-field technical assistance and/or training

- 4) Provide outreach on strategies to increase recycling as outlined in Strategic Plan
- 5) Provide project input and participation in such programs as Access to Recycling and Certification Courses. Participate as directed in these programs
- 6) Content development, review and instruction at Recycling Certification courses.
- 7) Customize and develop outreach materials as needed
- 8) Assist with grant writing and grant reporting and corporate sponsorship requests
- 9) Act as source for public information regarding recycling
- 10) Assist with organizing the NM Recycling Conference or Annual Meeting. Includes sponsor solicitation, exhibitor call-out and logistics, facility and meal coordination, registration, scholarship program, hotel room block management, budget development and tracking, input on program development and outreach
- 11) Update and develop content for the NMRC website, e-newsletter, listserve and recycling directory
- 12) Monitor and respond to NMRC's primary public voicemail line
- 13) Complete other tasks as defined by the Executive Director

New Mexico Recycling Coalition is a non-profit, member-supported organization that envisions a New Mexico where waste is a resource and with the mission of inspiring New Mexicans to reduce, reuse and recycle. The organization serves as a recycling advocate working with a diverse group of stakeholders, communities, businesses, schools and grassroots activists to help build sustainable and efficient recycling programs. To learn more, visit [www.recyclenewmexico.com](http://www.recyclenewmexico.com).