



A Public Agency

## **Job Announcement**

### **Recycling Outreach and Sustainability Manager**

**(Position Open Until Filled)**

#### **Position Description**

The South Bayside Waste Management Authority (SBWMA) is recruiting for an enthusiastic, hard working person to manage various waste reduction, recycling, outreach and sustainability programs. The ideal candidate will be an experienced program manager who has had responsibility for solid waste management and sustainability programs within an organization. He/she will bring credibility, knowledge and experience within the sustainability field. The Recycling Outreach and Sustainability Manager (ROSM) will need to be a strategic, innovative and entrepreneurial thinker with strong leadership, interpersonal and engagement skills. This is a rare opportunity and affords the future ROSM a professional avenue to make a positive impact, not only for the SBWMA's member agencies, but also on a state-wide scale. This position reports to the SBWMA's Executive Director.

#### **Experience and Qualifications**

##### Education

Equivalent to a Bachelor's degree from an accredited college or university in environmental science, resource management, public administration, sustainability, marketing, communications, public relations, journalism, environmental studies, natural resources, environmental education, public policy, community planning or a closely related field. A Master's Degree in business administration, solid waste management, communications, or related field is highly desirable.

##### Experience

Eight (8) years of professional recycling, outreach and sustainability program experience including five (5) years in planning, developing, implementing, and managing sizable programs. Progressively more responsible management and program planning related experience may be substituted for the college coursework on a year-for-year basis for two years of the educational requirement.

#### **Primary Duties and Responsibilities**

- Develop and expand waste reduction, recycling, outreach and sustainability programs in a cost effective and strategic manner in accordance with the SBWMA's long range plan and policies.
- Develop and implement public education and promotion programs; make public presentations regarding programs; write press releases and work with media to promote waste reduction, recycling and sustainability programs.
- Responsible for increasing visibility/awareness of the SBWMA's mission through the production of clear website content and communications collateral; direct mail, brochures, newsletter, annual report, member agency benefits, etc.
- Develops and maintains marketing, public relations and communications plan to methodically disseminate timely, relevant information to key stakeholders.
- Collaborate with staff and board members to develop and implement public relations and marketing strategies for the SBWMA to include: media plan & schedules; event promotion; branding strategy; action plans for developing/increasing community awareness; etc.
- Represent the Agency in meetings with others, such as contractors, businesses, and the public community; maintain positive and effective relationships with appropriate agencies, organizations, and their staff.
- Prepares staff reports for the Executive Director, Board of Directors, and other stakeholders as needed.
- Newsletter: responsible for publishing and distributing the quarterly residential newsletter; developing content, drafting and compiling news and event announcements into quarterly electronic newsletters.
- Website: oversee timely information updates and flow with contracted vendor.

- Monitor contractors and vendors compliance with Agreements.
- Analyze, interpret, and evaluate laws and regulations impacting the SBWMA's program; keep member agencies apprised of local and state legislation regarding waste reduction, recycling, and sustainability; prepare letters of support or opposition in response to proposed legislation for member agencies review and approval.
- Monitor member agencies diversion rates and modify/expand waste reduction programs and activities as appropriate to ensure jurisdictions meet and sustain mandated diversion goals.

**Benefits:** SBWMA offers a comprehensive and generous benefits package that includes:

- Medical, Dental and Vision Insurance
- Participation in a self-directed 401(a) plan with a 10% employer contribution.
- Fully paid life and AD&D insurance
- Long-term Disability Insurance
- Employee Assistance Program
- Vacation leave of 15 days per year
- Sick leave of 12 days per year
- Administrative leave of 8 days per year
- 10 paid holidays
- Cell phone allowance
- Automobile allowance

**Salary:** Starting annual salary range is \$100,976 - \$126,220.

### **About the SBWMA**

Formed in 1982, RethinkWaste (i.e., South Bayside Waste Management Authority) is a joint powers authority of twelve public Agencies (Atherton, Belmont, Burlingame, East Palo Alto, Foster City, Hillsborough, Menlo Park, Redwood City, San Carlos, San Mateo, the County of San Mateo and the West Bay Sanitary District) in San Mateo County, California and is a leader in the delivery of innovative waste reduction and recycling programs. RethinkWaste owns and manages the award-winning Shoreway Environmental Center which receives all the recyclables, organic materials, and materials (i.e. solid waste) collected in its service area. RethinkWaste's environmental education and tour program has also received state and national awards, and hosts nearly six thousand visitors per year. RethinkWaste also provides strategic oversight, support and management of service providers that collect, process, recycle and dispose of materials for its Member Agencies. For more information on RethinkWaste, please visit our website at [www.RethinkWaste.org](http://www.RethinkWaste.org) or follow us at [www.Facebook.com/rethinkwaste](https://www.Facebook.com/rethinkwaste) or [www.Twitter.com/rethinkwaste](https://www.Twitter.com/rethinkwaste).

### **Selection Procedure**

Interested candidates must submit a cover letter and resume via email to:

Kevin McCarthy, Executive Director  
610 Elm Street, Suite 202  
San Carlos, CA 094070  
[kmccarthy@rethinkwaste.org](mailto:kmccarthy@rethinkwaste.org)

### **Questions**

Please contact Kevin McCarthy at (650) 802-3505 for any questions regarding the position.