

Zero Waste Events Coordinator
University of Colorado at Boulder
Environmental Center, Recycling Program
Application deadline July 31, 2015

A temporary employee (up to 9 months out of 12) is being hired as **Zero Waste Events Coordinator** within the Environmental Center for the **Recycling Program** at University of Colorado, Boulder. A temporary employee could apply for a permanent position if it becomes available and if qualifications are met.

Preferred start date is August 17, 2015. Hours will vary greatly. Some weeks will require upward of 30 hours; other off-season weeks will be as needed with zero scheduled hours. This position will be part time and will have a heavier work load from August through November. The work load will be lighter from December through March and will pick up again for April and May. The position will run through May 30, 2016 with possibility for extension or permanent appointment.

The Zero Waste Events Coordinator will work out of the Environmental Center (EC), reporting to the EC Recycling Program Manager to provide direct support for zero waste events across campus. Zero Waste events are conducted in coordination with Facilities Management, Athletics, Housing and Dining Services and other departments. The main events this position will be responsible for include, but are not limited to the following:

- Student Move In
- Taste of CU
- Buffalo Bike Classic
- Football Games
- Basketball Games
- Earth Day Events
- Student Move Out
- Boulder Boulder

Responsibilities for this position include the following:

- Scheduling and managing student staff for events
- Working with event organizers to make sure all zero waste needs are met
- Planning, executing, and follow up on all events
- Hands on work during the actual event
- Working within a team environment

Requirements for this position include:

- Working nights and weekends
- Working long hours
- Ability to lift 50-75 pounds
- A valid Colorado driver's license

- Ability to drive a large vehicle (14 foot box truck)
- Willingness to be hands on
- Knowledge of and experience with recycling and zero waste, including large-scale events
- Bachelor's degree

Other requirements include:

- Excellent communications skills
- Interpersonal skills
- Ability to work independently
- Self motivated
- High levels of customer service in a fast paced work environment.
- Experience working with student employees

Hourly rate is \$15-20/ hour depending on experience and qualifications.

Paid leave, transit pass and health benefits are not available during temporary status.

The temporary employee will require a Background Check before Employment Services will approve the hire and the temporary employee may not start work until the Background Check has been completed and approved.

To apply, email letter of interest and resume with subject line "Zero Waste Events Coordinator" by July 31st to ecenter@colorado.edu