

SEATTLE-BASED FULL CIRCLE ENVIRONMENTAL IS ONE OF THE LEADING CONSULTANCIES FOCUSING ON PRODUCT STEWARDSHIP.

JOB ANNOUNCEMENT: PROJECT MANAGER/ OUTREACH SPECIALIST

Full Circle Environmental, Inc. founded in 1993 brings an effective, creative approach to resource conservation on behalf of business and government clients. Our team provides comprehensive program, policy and outreach consulting services in waste prevention, energy conservation, product stewardship, green procurement, water resources and recycling.

We have an exciting job opportunity for an **Environmental Project Consultant/ Outreach Specialist** (home-office). This is an ideal position for an experienced consultant looking for flexibility, or an energetic go-getter wanting to flee the cubicle farm. The anticipated work week will range from ten to twenty hours, with possible expansion and growth depending on new work secured. We welcome applicants with unique subject matter expertise who may over time wish to expand the position into new areas of business.

The Outreach Specialist will train and assist business and community representatives to implement recycling programs and food waste/organics collection, and will provide technical assistance including trouble-shooting, logistics and cost analyses. We are looking for someone who can identify obstacles, solve problems and encourage and motivate others to change behaviors.

The consultant/ outreach specialist may also:

- Perform fieldwork providing outreach, assistance and training to commercial businesses; perform waste or recycling audits; create implementation plans and help businesses achieve milestones.
- Support Business Development (BD) by identifying and bringing to fruition new business opportunities with existing and potential clients; form and maintain relationships with partners and others in the business community.
- Lead and participate in research and outreach; attend conferences and present papers with panache.
- Assist with the writing, production, and overall execution of proposals and reports; make recommendations for program improvement.
- Conduct quantitative analyses, including development and use of spreadsheets and databases.
- Work directly with clients, other consulting firms and subject matter experts.

Qualified candidates will possess the following:

- An undergraduate degree in biology, engineering, environmental policy, business, or related field (or equivalent experience/education).
- At least 2 to 5 years of relevant project experience in the environmental field, preferably with experience in recycling and waste management.
- Excellent verbal communication skills and effective interpersonal skills. Must be comfortable making phone calls (including cold calls) to diverse individuals/groups

- and providing presentations/trainings to businesses, volunteers, industry, and the public. Functional Spanish, Vietnamese, Chinese, or other language may be utilized.
- Ability to engage others, and be energetic, assertive, adaptable, passionate and not easily discouraged, with a good sense of humor.
 - Clear and concise writing skills, strong research, organizational and critical thinking skills.

 - Demonstrated knowledge and experience with: MS Word, MS Excel, and presentation software to create professional and informative presentations and reports. Knowledge of Publisher, PageMaker or other graphics programs a plus. Website development, WordPress and social media experience a plus.
 - Effective business development skills and ability to leverage client relationships. Ideal candidate would be recognized expert with a solid reputation in the field of waste management and/or resource conservation.
 - Ability to work effectively with businesses, government staff, recyclers, composters and waste haulers, and the public in diverse communities and underserved areas.
 - Knowledge and expertise in an environmental arena that fosters business development and expansion. Expertise in energy conservation, water protection, alternative energy, climate change and other resource management topics a plus.
 - Ability to work independently, establish work plans and budgets for multiple projects, address emerging client demands, and meet deadlines.

Travel is required, including fieldwork, meetings and occasional work outside normal hours. Must have personal vehicle with ability to deliver recycling containers of varying sizes. Regrettably, a Smart Car or Uber just won't work.

This job offers a flexible schedule, a conference/ continuing education training budget and the ability to work primarily from home or the Wi-Fi hotspot of your choice. Pay will be based on experience.

To apply: Please submit a resume, cover letter, and 1-2 pg. writing sample to stitzhal@fullcircleenvironmental.com.

Full Circle is an equal opportunity employer and we encourage applications from all ages, genders, sexual orientations and races.

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