

Job Posting

Independent Contractor to Serve as Mattress Recycling State Program Coordinator

Summary

The Mattress Recycling Council (MRC) seeks qualified candidates to serve as an independent contractor to assist in implementing statewide mattress recycling programs (Programs) in Connecticut and Rhode Island. This position will coordinate numerous tasks prescribed by each law.

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. 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 will be the first state to implement its program in early 2015, followed by Rhode Island in 2016. (California will also implement its program in early 2016, but the scope of this position would be limited to work in Connecticut and Rhode Island.) Important information about these Programs is included in the laws:

Connecticut: <http://www.cga.ct.gov/2013/act/pa/pdf/2013PA-00042-R00HB-06437-PA.pdf>

Rhode Island: <http://webserver.rilin.state.ri.us/BillText13/HouseText13/H5799A.pdf>

MRC will design each Program to meet the requirements of the respective laws. To fund each state's mattress recycling program, Retailers will collect a fee from the sale of each mattress which they will then remit to the 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 and establish point of contact for all participating CT transfer stations
- Serve as primary point of contact for special/large volume collections from covered entities
- 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 computer 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 Connecticut and Rhode Island Programs
- Other tasks as necessary

Preferred Skills & Qualifications

- This work is based in New England. Extensive travel throughout Connecticut and Rhode Island will be required to visit collection sites, retailers and other Stakeholders
- Contractor must provide own office and transportation, have a valid driver's license, and carry current motor vehicle liability insurance as outlined in the contractor agreement
- Willingness to travel extensively, particularly at the start of the Program. Travel time will vary, may exceed 50% of the time, and may include overnight and weekend travel.
- Experience with public speaking, training, and/or making presentations
- Experience with and/or knowledge of municipal solid waste and recycling systems, laws and regulations
- 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
- Proficiency with computers and typical Microsoft office software

Compensation

This is a part-time, hourly contract position. Hourly rate depends on experience. No benefits are provided. The number of hours worked per week may vary considerably from 10-40 hours. Contract employee will be reimbursed for all approved travel (including mileage at the current rate described by the IRS) and related work expenses. Computer, peripherals and a mobile phone must be provided by the contractor.

Contact Information

To apply for this position, please email cover letter, resume, and independent hourly rate to opportunities@mattressrecyclingcouncil.org Indicate "CT/RI Independent Contractor" in email subject line.