



## **Northern California Program Coordinator**

Mattress Recycling Council – Northern California Area

### **Summary**

The Mattress Recycling Council (MRC) seeks qualified candidates to serve as an in-state staff member to assist in implementing the statewide mattress recycling program in Northern California. This position will coordinate numerous tasks prescribed by state 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, including California. 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 and California in 2016. Important information about the California's legal requirements are described in that state's mattress recycling law :

[http://www.leginfo.ca.gov/pub/13-14/bill/sen/sb\\_0251-0300/sb\\_254\\_bill\\_20130927\\_chaptered.pdf](http://www.leginfo.ca.gov/pub/13-14/bill/sen/sb_0251-0300/sb_254_bill_20130927_chaptered.pdf)

MRC will design the California mattress recycling program to meet the requirements of the laws. To fund the program, retailers will collect a fee from the sale of each mattress, and then remit that fee to 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, regional CA transfer stations in Program Coordinator's zone.
- Serve as primary point of contact for special/large volume collection sources
- 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 the Northern California region
- Work cooperatively with other California Program Coordinators to create an effective and efficient state wide recycling program
- Other tasks as necessary

### **Preferred Skills & Qualifications**

- This work is based in Northern California. Extensive travel throughout the region will be required to visit collection sites, retailers and other stakeholders
- Employee must provide own office and transportation, have a valid driver's license, and carry current motor vehicle liability insurance
- 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 full-time salaried telework position. Salary commensurate with experience. MRC provides an extensive benefit package.

**For consideration, please send a resume and cover letter to**

**[opportunities@mattressrecyclingcouncil.org](mailto:opportunities@mattressrecyclingcouncil.org)**

