



Marin Sanitary Service

CONSERVATION — OUR EARTH, OUR MISSION, OUR JOB

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Recycling Programs Coordinator

Overall Responsibility

The Recycling Programs Coordinator is part of a team of sustainability and environmental specialists responsible for implementing recycling programs at commercial and multi-family properties. Coordinators are tasked with on-boarding, educating, monitoring and reporting on the waste services for their assigned accounts with the goal of diverting as much recoverable waste away from landfill. Coordinators are also responsible for leading recycling educational programs that include tours of the recycling facilities and community outreach events.

This outreach position reports to the Outreach Manager and works closely with operations, customer service and outreach staff. This position may provide limited direction to administrative support staff and/or interns, and may provide vacation and sick time coverage for the other Recycling Program coordinators and Customer Service Representatives.

This is a full-time non-exempt, 8-hour a day, in person position.

Essential Job Functions

Duties may include, but are not limited to, the following:

- Understanding all facets of, and implementing Marin Sanitary Service (MSS) programs
 - Commercial Organics Recycling (Compost / Food to Energy)
 - Commercial Recycling for businesses, multifamily dwellings, schools and colleges
 - Document shredding and temporary debris box rental
 - Special event educational booths and virtual events
 - Household hazardous waste

Outreach, education and compliance monitoring and implementation for customers including:

- Mandatory commercial recycling and organics laws SB 1383, AB 1826, AB 341, and the services MSS offers to help with compliance.
- Distribution and customization of outreach materials according to customer need
- Development of waste diversion plans to ensure proper service levels and appropriate delivery of carts/bins.
- Perform waste audits and report generation on findings and recommendations.
- Participate in various trade organizations, chambers of commerce, community events, and committees.
- Data analysis, diversion auditing and reporting
- Tracking, monitoring and addressing contamination with customers through follow-up calls and site visits.
- Monitoring of customer accounts for data and service accuracy.



- Social media, website, and electronic communications.
- Public communications including newsletters, brochures, billing inserts, and other mailers.
- Presentation/audience-based communication.

Our highly qualified candidate:

- Bilingual; English and Spanish highly desired
- Knowledge of county, state, federal laws, rules and regulations related to municipal solid waste, recycling and the environment.
- Excellent communication skills.
- Critical thinker who possesses excellent collaboration, organizational, public outreach, writing and presentation skills.
- Eager to learn and work in a fast-paced environment.
- Has a strong commitment to customer service and a desire to enhance their knowledge and technical skills through direct experience.
- Uses positive interpersonal skills with a variety of stakeholders in an efficient and timely manner.
- Ability to organize, prioritize and work independently while ensuring appropriate communication with team members regarding work priorities, deliverables, timelines, and goals etc.
- Ability to manage data and conduct analyses, including being able to conduct research, then review and report on findings.
- Computer skills and knowledge of all Microsoft Office tools, Canva and Adobe
- Valid CA Driver's License.
- Positive member of a team

Education/Experience

Any combination of education and experience that would provide knowledge and the skills listed above.

- Graduation from college with a major in Communications, Environmental Studies or another related field preferred.
- Two (2) years' experience in the waste collection industry and/or with environmental education and recycling/waste reduction/sustainability programs preferred; similar industry or program experience may be considered.

Work Environment

This job operates in a professional office environment and sometimes inside the material recovery facility.

Physical Demands

- Mobility within an office and a field environment for indefinite periods of time.
- Involves working in a waste and hazardous waste collection, disposal, recovery and recycling environment including facilities with a high amount of dust and noise.



- Involves working in an environment with farm animals, and plant materials.
- Requires the ability to communicate clearly and effectively, in person, in writing and by telephone and email.
- Able to lift up to 40 lbs.

Position Type and Expected Hours of Work

- Regular, Monday – Friday, but may be required to work on a weekend day, or evening, late night or early morning hours may be necessary for events, meetings, and project deadlines, very occasional holidays.

Travel

This position includes travel to and from customer site visits, offsite meetings, and community events in a shared company truck.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Equal Opportunity Employer

Marin Sanitary Service is an Equal Employment Opportunity Employer, and all applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Individuals with Disabilities

If you are a person with a disability and require accommodation to participate in recruitment, you may contact human resources at (415) 456-2601 x3232.

Job Type: Full-time

Salary: \$60,000.00 \$65,000.00 per year

Generous Benefits:

- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift in San Rafael, CA 94901: Reliably commute or planning to relocate before starting work (Required)