

The following is a list of primary responsibilities of the Program and Outreach Coordinator. A more detailed description is available on request.

- Exhibit excellent communication skills, including ease and comfort working with the public.
- Manage website, FB page, local Listserv postings, and other potential social media platforms.
- Respond promptly to multiple daily email and phone inquiries regarding solid waste, recycling, composting, and hazardous waste issues.
- Schedule and administer special collection events and offer support to all district transfer stations.
- Attend regular statewide solid waste district meetings via Zoom.
- Perform required annual school, business, and public outreach, and complete annual reports to the state.
- Proficiency with Microsoft Office/Word and Excel is required.
- Occasional half-day Saturday work is required.