Solid Waste and Recycling Part Time Job Description

Hours: Flexible; part time – average 20 hours a week. Most hours will be Monday-Friday between 8:00 am to 5:00 pm with some weekend and nights depending on projects and outreach events.

Position: To prepare and implement a wide variety of environmental programs in areas of solid waste and recycling services, zero waste, resource management, reuse and recovery, food donation/local food systems, composting, conservation, environmental advocacy, clean water, water use efficiency, climate action, and sustainability.

IDEAL CANDIDATE

Overview: This is a part-time, temporary position with the City of Oceanside Zero Waste Program and the City’s Green Oceanside Campaign. The City of Oceanside has a Zero Waste Strategic Resource Management Plan that sets a goal of 75% to 90% diversion from landfill by 2020 through the implementation and development of policies, programs, and outreach efforts. The City of Oceanside also has a Green Oceanside campaign that was established to educate residents, businesses and visitors about how to be better stewards of the earth by through water use efficiency, clean water, zero waste, sustainability, and climate action. The candidate will primarily support the City’s Zero Waste Program, but may also assist with large Green Oceanside event outreach and programming. Specific duties and responsibilities include but are not limited to:

- Assist with planning and staffing of various community/outreach events.
- Provide and prepare trainings and presentations to community groups.
- Assist with the creation of outreach literature including but not limited to; online newsletters, website updates, social media posts, brochures, videos and community magazine articles.
- Responding promptly to customer questions and complaints via telephone and email regarding, solid waste and recycling services, billing, and programs.
- Develop general knowledge base of City’s Green Oceanside programs, with a focus on zero waste and solid waste and recycling services and billing, in order to provide basic customer service responses to public requests.
- Develop a general understanding of local and state mandates, public policy issues, and various sustainable practices.
- Assist other City departments with environmental requests, trainings, and outreach.
- Maintain and organize outreach flyers, give-a-ways, and program file system. Provide administrative as needed duties to the zero waste program.

Skills and/or Ability to:

- Possess the ability to deliver strong and effective public speaking skills regarding a variety of environmental issues and/or services offered by the City.
- Communicate well with staff and public both verbally and in writing; listen to and understand instructions; share relevant information with the team; Be timely and proactive; Maintain professionalism and a strong sense of administrative organization.
- Strong creative writing skills
- Define issues and focus on achieving workable solutions
- Promote collaboration and willingness to assist others with initiatives and programs.
• Proficient with Microsoft Office Suite; And be willing and conducive to training if needed with other programs or outreach tools, such as Civica; Social Media platforms; and Adobe Creative Cloud.
• Bilingual in Spanish a plus but not required
• Capability to lift 30 lbs. and prolonged standing at outreach events.
• Possession of a valid California driver’s license.

QUALIFICATIONS

Education: Completion of one year of college with coursework in public administration, environmental studies, communication or a closely related field.

Experience: Minimum of 6 months of experience in administrative services, along with experience with implementing public outreach programs, or experience in dealing with public services and programs. Environmental outreach experience, and/or strong administrative and public speaking/communication skills are also highly desired.

HOW TO APPLY

Please send cover letters and resumes to Colleen Foster, Environmental Officer (cfoster@oceansideca.org) and Sarah Davis, Senior Environmental Specialist (sdavis@oceansideca.org)