

Job Description

Position: Bilingual Program Coordinator
Pollution Prevention/Zero Waste Team
Status: Full-time (40 hours per week) Nonexempt
Reports to: Program Manager
Direct Reports: none
Date Prepared: 4/30/08

Summary

Ecology Action, a 501(c) (3) non-profit organization, is seeking a Program Coordinator to join our Pollution Prevention team, working on the **Monterey Bay Area Regional Multifamily Recycling Project, Home Composting Program, and Our Water Our World Program. For all these programs** this position performs a variety of skilled administrative and clerical duties, which include; door to door education and outreach, database management, preparation of routine correspondence, customer service to clients, and assisting, coordinating and participating in program events.

The general focus of each of these projects are:

- The Multifamily Recycling Project provides direct, one-on-one education and outreach to selected low-income multifamily residents in the Monterey Bay Area.
- The Home Composting Program provides composting technical assistance and training to residents of the unincorporated area of Santa Cruz County and Scotts Valley.
- The Our Water Our World program, which partners with nurseries and garden centers to educate store employees and customers about less toxic pesticide options and Integrated Pest Management, this position will provide.

Please see our website at www.ecoact.org for program information.

Start date for the position is no later than June 11, 2008 at which time applicant must be available to attend a Multifamily Program meeting.

Responsibilities

- Conduct and administer bilingual door-to-door/one-on-one education & outreach and surveys.
- Coordinate and attend specific weekend and weekday community events.
- Communicate professionally with volunteers and assist volunteers in event implementation.
- Conduct presentations to large groups at workshops.

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- Respond to composting and Integrated Pest Management (IPM) related inquiries from the general public.
- Work responsively with management and staff of garden centers on the pesticide sales aisle to install and/or maintain key program components.
- Write detailed evaluations of community events to be included in progress reports.
- Enter program and survey data into database.
- Other duties to be assigned to support department and company goals.

Qualifications/Experience

- College degree in environmental sciences/urban ecological horticulture or directly related equivalent experience preferred, but not required.
- Bilingual (Spanish speaking) and comfortable in conversational setting
- Candidate must have confident oral presentation and exceptional writing skills in both English and Spanish;
- Excellent and professional communication, coordination and organizational skills.
- Computer proficiency and familiarity with Windows operating system required.

Preferred experience

- 2-4 years general office and customer service experience desired.
- Candidate has experience educating and/or working with the Latino public.
- Candidate has practical experience working with residential composting systems.

Requirements

- A reliable personal vehicle, valid California driver's license, and proof of current automobile insurance are required.

Professional Skills

- Must present professional appearance.
- Excellent oral and written communication and presentation skills.
- Highly organized and detail-oriented.
- Must be tenacious.
- High level of initiative.
- A self-starter.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, sit, stand, talk and hear, and use a computer keyboard and monitor. The

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employee must occasionally lift and/or move up to 50 pounds. The successful employee must also be able to climb stairs or ladders occasionally. Specific vision abilities required by this job include close vision and distance vision.

Work Environment: Generally, the work environment is in the field or office setting mainly occurring in the evenings or weekends. Occasionally, the work may be performed in a warehouse or factory setting, which may expose an individual to fumes, airborne particles, loud noise levels, and unpleasant odors. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Compensation

Wage ranges for a Program Coordinator range from \$18.00 to \$22.00 per hour (nonexempt) DOE plus a generous benefits package including eligibility for a 10% performance incentive compensation program. Driving an insured personal vehicle on company business will be required (\$.505/mile reimbursement). This full-time position is subject to the funding of this program, currently estimated for a one-year period. Ecology Action will endeavor to continue funding for these important programs beyond this time period, but none has been secured to date.

Applicants

To apply, email cover letter and resume to jobs@ecoact.org by 5/23/08. Pleasant/outgoing personalities only need apply. Interviews will be held from 6/2/08 to 6/4/08.



I acknowledge that I have received, read and sought clarification of any questions I have about the content of this job description. I further understand that in order to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time with or without advance notice.

Applicant Date