

Town of Ward Job Opening

Job Opening: Project Coordinator - Ward Area Zero Waste Recycling Project
(part-time 4 hours/month for 12 months)
Closing Date: January 30, 2015, 4:00 pm
Salary: \$ 20 per hour
Location: Ward Area Mountain Community

This is a one-year, part-time, grant-funded, contract (non-employment) position for a Coordinator for the Ward Area Zero Waste Recycling Project funded by Boulder County Zero Waste and administered through the Town of Ward on behalf of all Ward Area Mountain Community residents. The project is expected to begin approximately February 5, 2015 and will end January 15, 2015.

The Town of Ward is seeking a Ward Area Zero Waste Project Coordinator with a passion for sustainability who will be responsible for developing, coordinating and implementing all tasks relating to the project which provides funding for a once-monthly recycling pick-up similar to the service previously provided by EcoCycle to Ward Area Mountain Community as well as a one-time Hard-to-Recycle pick-up in the Spring.

The Project Coordinator confers with the Mayor of the Town of Ward to understand the scope of the grant contract and to ensure understanding of the grant project and Coordinator responsibilities and accountability for the Ward Area Zero Waste Project.

Duties: The project coordinator oversees the \$6,555 project budget, performs administrative tasks, public relations, acts as Recycling Day Monitor, and serves as the contact person for the project. Specific duties include:

1. Ensure project compliance with mandated Town of Ward policies and procedures and compliance with funding agency (Boulder County) project contract requirements;
2. Manage contracts and contractor relationships including contract specifications, administration, and closeout;
3. Schedule contractor pick-ups, prepare bills and invoices, coordinate with the Town of Ward Bookkeeper, and collect usage data and tonnage diverted data from Recycler.
4. Track and report project activity for Grant Administrator (Town of Ward) and funding agency (Boulder County Zero Waste) including written narrative and required data for project budget reports, progress reports and final report.
5. Develop and manage public education/public relations for the project including the preparation/distribution of public service announcements, public notices, media/print articles and/or interviews, fliers, and drop-off center signage;
6. Monitor two-hour, on-site in Town of Ward, once-per-month Saturday recycling pick-up process to ensure safety, efficiency of operation, and required data collection.
7. Track grant funding, matching and in-kind donations, and contracts
8. Perform related duties as required.

Requirements:

Attention to detail

Skills in prioritizing and executing tasks

Experience working independently and in a collaborative environment.

Ability to create pr/education materials, invoices, correspondence, documentation, reports and presentations

Technically competent with internet, email, and Microsoft Word. Familiarity with or willingness to learn basic Excel, and PowerPoint (on your own time) preferred. Google apps are acceptable as substitutes.

This is a contract position and as such, to be considered, an applicant should have their own equipment, including but not limited to computer, appropriate software, printer and ready access to an internet connection, and hand tools as appropriate and necessary.

Able to conform to shifting priorities, demands and timelines through analyzing problems, identifying alternative solutions, projecting results of proposed actions, and making/implementing recommendations.

Strong written and oral communication skills

Familiarity with or ability to conduct research into project-related issues and ability to identify appropriate sub-contractors, and methods of disseminating project information to public and granting agency/administrator.

Willingness to perform administrative work in office/home-office and as Recycling Monitor in field environment which includes one Saturday morning per month and may include exposure to extreme weather, dirt, dust, and fumes.

High school diploma or equivalent. College coursework and/or Bachelor's degree preferred.

A combination of education and related work experience may be substituted.

Physical Requirements

Primarily sedentary physical work requiring ability to lift a maximum of 40 pounds; occasional lifting, carrying, walking and standing; frequent hand/eye coordination to operate computer keyboard and office equipment; vision for reading, recording and interpreting information; speech communication and hearing to maintain communication with employer and members of the public.

Note: Applicants will also be considered for a Recycling Project Intern (unpaid) who is interested in working with the Project Coordinator to learn the position and who would serve as a paid Recycling Day Monitor Alternate as needed. Please indicate in letter of Application if you are also willing to be considered for the Alternate or Intern.

Application process: Please submit a letter of application expressing interest in the position which outlines applicants required abilities, skills and experience to the Town of Ward by the closing date. Please include references. A resume may also be included. Application letters will be accepted by US mail if or delivered to the Town of Ward Mailbox at the Ward Town Hall if received by 4:00 pm January 30, 2015.