

**GrowNYC**

100 Gold Street, Suite 3300

New York, NY 10038

www.grownyc.org**Position Available: Outreach Coordinator, Recycling Champions Program****Number of Positions Available: 5****Application Deadline: Friday, November 6 by 5 pm EST****Recycling Champions Program Information**

One of the key elements of Mayor DeBlasio's *OneNYC*, is a goal to divert 90% of the City's solid waste from landfill by 2030 and to increase recycling in NYC public schools. As part of that plan, during the 2015-16 academic year, New York City is beginning a new Zero Waste School Program. There is a tremendous opportunity to reduce landfill waste from schools, which generate more than 40,000 tons of refuse per year. Since 2010, GrowNYC's Recycling Champions Program (RCP) has been implementing model recycling programs and developing best practices at schools throughout NYC. RCP is a program of GrowNYC (a nonprofit organization in the Mayor's Office), conducted in partnership with the NYC Department of Education (DOE) Division of School Facilities (DSF), Office of Sustainability, and the NYC Department of Sanitation (DSNY).

Outreach Coordinator Responsibilities

GrowNYC is seeking a highly motivated and organized individual with a passion to improve NYC's environment through its schools, for an Outreach Coordinator position with the Recycling Champions. Working under the direction of the Program Manager, the Outreach Coordinator will work with multiple New York City public schools to review current recycling practices and provide education, training, and technical assistance on the implementation of comprehensive recycling and waste reduction practices, including Organics Collection in cafeterias in order to achieve the school zero waste goals as outline in *OneNYC*.

The Outreach Coordinator should be comfortable engaging multiple stakeholders including a school's administration, faculty, custodial staff, and students. Outreach strategies can include faculty professional development, conducting waste audits, assessing recycling equipment and signage, explaining the environmental and cost benefits of recycling and organics collection, and educating students and staff about NYC's recycling regulations, composting programs, and how they apply to schools. The Outreach Coordinator will also work with school staff to engage students in recycling activities through the creation of Green Teams and recycling monitors, and education by facilitating classroom workshops, assemblies, and other events. The Outreach Coordinator will be responsible for fielding requests for information, resources, and consultation from schools not participating in Recycling Champions.

The Outreach Coordinator will be responsible for quantifying waste generation and recycling diversion at Recycling Champions schools, and for contributing to best practices resources for the Recycling Champions webpage. The Outreach Coordinator will work cooperatively with other GrowNYC programs and staff.

In order to achieve these goals, the Outreach Coordinator will be provided a comprehensive training on best practices to organizing recycling programs at schools, delivering classroom/auditorium lessons, and professional development.

Qualifications Include:

- Interest in/knowledge about environmental issues with emphasis on recycling and composting
- Strong oral and written communications skills, including public speaking
- Experience working in schools, with students, or recycling/participant recycling programs preferred
- Highly organized with the ability to meet multiple deadlines and responsibilities
- Team player who can also self-motivate and work independently outside of the office
- Ability to work with a variety of constituencies including City agencies and partners
- Second language skills strongly encouraged
- Computer literate with proficiency in Microsoft Office Suite
- Bachelor's degree required
- Valid New York State Drivers License (preferred)
- **NOTE: All offers of employment are conditional upon successful completion of the DOE Eligibility Clearance Procedures, which include, but are not limited to, DOE fingerprinting procedures and background investigations**

The Outreach Coordinator position is full-time. \$44,000 plus benefits

Qualified applicants should submit a cover letter, resume, and three references to GrowNYC via email (recycling@grownyc.org). Please indicate "RCP Outreach Coordinator" in the subject line. Due to the volume of employment applications received, GrowNYC is unable to respond to each application individually. Applicants will be contacted directly if selected as a candidate. No phone calls or recruiters please. Applications deadline is **Friday, November 6 by 5pm EST**. E/O/E.

All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, age, disability, marital status or sexual orientation.