

## Environmental Education and Community Outreach Coordinator - Recycling

Please apply at: [plano.gov/jobs](http://plano.gov/jobs)

Job Opening ID: 220009

\$43,317 annually/DOQ

At the City of Plano, our values make us who we are and guide us as we SERVE our city. As members of **Team Plano**, our organizational Values (what is most important to us) make up the acronym, **SERVE (Stewardship Engaged Respectful Visionary Excellence)**.

Outreach Coordinator is responsible for presentations, programs and activities for schools, community and civic groups, and businesses.

Recycling & Waste Reduction – Responsible for coordinating recycling, waste reduction, household chemical reuse, electronic waste, and proper solid waste management programming to increase the residential recycling rate.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Develops and organizes educational programs and activities for volunteers, community and the City.
- Researches new and evaluates existing programs for effectiveness and efficiency; assists in policy recommendations for resource management and conservation.
- Writes and creates presentations, press action requests, newsletter articles, brochures, flyers and other public awareness materials for sustainability volunteer programs; develops and facilitates marketing strategies.
- Designs and schedules social media posts to promote department programs and sustainability information; updates outreach websites.
- Participates in local, regional, and national organizations focused on environmental education, volunteerism and community outreach goals and objectives.
- Plans and implements special events for the community.
- Develops and delivers presentations, lessons and workshops to varied community audiences including both youth and adults.
- Helps maintain the upkeep of the Nature Explore Classroom and Environmental Education Center.
- Keeps current with new developments in environmental awareness and resource conservation; incorporates new developments into appropriate programs.
- Maintains records for monthly, quarterly, and annual reports.
- Prepares information and completes requirements for eligible grants and awards.
- Regular and consistent attendance for the assigned work schedule is essential.

### **Marginal Duties:**

- Performs other duties as assigned.

**Typical Decisions:** The incumbent must formulate program goals and objectives and identify appropriate activities and functions to meet those objectives.

### **Minimum Qualifications:**

**Knowledge of:** Environmental issues; solid waste service; teaching and public education practices; volunteer management, environmental conservation methods; water conservation, composting, recycling, litter abatement, and energy conservation practices; principles, practices, and methods of marketing.

**Skill in:** Providing effective and persuasive presentations; communicating effectively both verbally and in writing; organizing events and activities; recruiting, leading, and maintaining a strong volunteer base; establishing and maintaining effective working relationships.

**Education:** Bachelor's degree in Environmental Studies, Sustainability, Public Relations, or related field.

**Experience:** Two (2) years of experience in program management or teaching.

Any work related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements

**Licenses and Certifications:** Texas Class C driver's license (must obtain within 30 days of hire per state law).

**Conditions of Employment:** Must pass a drug test, driver license check, criminal history background check, periodic CJIS background check (for positions requiring access into Police buildings) and social security number verification check.

**Physical Demands and Working Conditions:** This is primarily a sedentary classification although standing in work areas and walking and driving between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures and administering program activities.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. The position also requires meeting the essential requirements of the Physical Demands and Working Conditions, with or without reasonable accommodation

Equal Opportunity Employer - EOE/M/F/V/D

**Open positions are subject to close without notice.**

