



### **Zero Waste Coordinator**

Part-Time, Hourly, 20-30 hours/week - Steamboat Springs, CO

#### **About YVSC**

The Yampa Valley Sustainability Council (YVSC) is a 501(c)(3) nonprofit organization located in Steamboat Springs, CO (Routt County). Established in 2009, YVSC is guided by the mission, “to serve as a resource and catalyst for building a sustainable community in the Yampa Valley region.” YVSC programs span Energy, Transportation, Waste Diversion, Resilient Land and Water and Community Education and Outreach. In recognition that climate change is the most pressing sustainability issue of our time, YVSC is committed to advancing climate action – actions that reduce greenhouse gas emissions through decarbonization and carbon sequestration and build resilience – throughout our priority areas through programs, partnerships and education.

#### **Position Description**

The Zero Waste Program Coordinator will be a key member of the Advancing Zero Waste Program and will work closely with the Waste Diversion Director to support, establish, coordinate, monitor, report and create communications about YVSC’s Advancing Zero Waste with YVSC Program and related services. The goals of the Advancing Zero Waste with YVSC program are to provide pathways, education and outreach to community members and partners to increase waste diversion. The Coordinator will be an important ambassador and point of contact for community efforts to divert recyclable materials from the landfill. Duties and responsibilities include:

1. Raise awareness and facilitate collaborative efforts to minimize landfill waste. Engage student groups, volunteers, paid staff, and community partners to participate in recycling events, education, and outreach.
2. Oversee and serve as point of contact for the forthcoming Hard-to-Recycle drop-off location. Duties include responding to phone inquiries, supervising drop-off days, scheduling, and communicating about events.
3. Organize and serve as a point of contact for all Zero Waste event requests, including but not limited to: connecting the event planner with Waste Diversion Director for pre-event consultation; organize/recruit volunteers and paid staff as needed; coordinate all site-specific waste diversion pathways (e.g. coordinate recycling, composting and waste hauling); compile Zero Waste reports, and provide event waste diversion information to the event organizers and conveners.
4. Establish and maintain a consistent messaging system for zero waste event services. This includes working with Waste Diversion Director and Communications Manager to finalize program collateral and supporting distribution of materials.

5. Serve as a resource for community members and partners interested in improving sustainable waste management programs in the community.
6. Promote and encourage recycling and composting in the community and build collaboration to support waste diversion.
7. Work with Waste Diversion Director and Communications Manager to develop and implement zero-waste-related educational and promotional resources, programs, campaigns and events.
8. Support the Waste Diversion Director as needed to represent YVSC in local and regional zero waste planning and advocacy discussions.
9. Other duties as assigned.

## **Qualifications and Background**

This position requires a minimum of a Bachelor's Degree, with sustainability related coursework and/or degree focus preferred.

This position requires a current driver's license and willingness to work weekend events.

This position requires a thorough understanding of the issues and forces related to zero waste programs; strong organizational and project management skills; strong written and verbal communication skills; willingness to speak publicly and to the media; ability to manage and work collaboratively with volunteers and/or program staff, community partners and government leaders.

Position requires a minimum of three years of experience with successful program management and implementation, including planning and coordinating events.

## **Salary and Benefits**

Yampa Valley Sustainability Council offers a competitive salary commensurate with experience. Benefits for part-time staff include phone stipend, wellness benefit, and paid time off. This position has a flexible work schedule as attendance at evening and weekend events is required. This position has potential to transition to full time, with a commensurate increase in benefits.

## **How to Apply**

To apply, submit cover letter, CV/resume and list of three professional references to [winn.cowman@yvsc.org](mailto:winn.cowman@yvsc.org). Open until filled, early applicants encouraged.