

## POSITION/JOB DESCRIPTION

### Zero Waste Program Director

Title:	Zero Waste Program Director
Supervises:	Zero Waste Program Manager
FLSA Status:	Exempt
Reports to:	Chief Program Officer
Hours of Work:	40

### Job Summary

The position requires combined skills of project management and community organizing to identify assets and opportunities in Southeast Ohio for job creation through waste reduction, recycling, composting and reuse. The position requires excellent people skills and a belief that communities have assets that can be developed to create jobs, strengthen communities, and improve the environment. Must have the ability to focus on and lead a strategy, to listen and synthesize diverse opinions, to identify opportunities at all levels of community, to read research and understand data and information on this topic, and to work within a team to achieve agreed upon goals.

### Essential Functions

- Lead the development of strategic plans for new and existing work within the zero waste program;
- Complete an annual workplan with metrics, in line with the overall zero waste strategy and Rural Action's strategic plan;
- Working with the Finance Director and the CPO, develop an annual budget;
- Manage relationships with leading players in the program - Rural Action members and volunteers, Voinovich School, consultants, Sugarbush trustees, local businesses, local government and economic development groups, state government, and state and national recycling associations among others;
- Manage collaborative processes and conversations with diverse partners to develop plans and implement projects;
- Using a coaching style of leadership, supervise and manage Rural Action zero waste team members (program manager and AmeriCorps members);
- Manage relationships with area recycling and trash businesses;
- Identify businesses and catalog business needs (training, TA, finance, supply, etc.);
- Support businesses and entrepreneurs through the development of human and financial resources to actively assist economic development opportunities;



# Rural Action

Thriving Communities, Healthy Environments

- Identify and communicate promising opportunities around regional and national recycling business development, policies, and public education;
- Track policy efforts for local solid waste districts and ensure participation of local volunteers and Rural Action members in district planning discussions;
- Acting as project spokesperson, create and give presentations as needed to area civic, nonprofit, and governmental organizations; coordinate partners to present where needed;
- Identify funding opportunities and write grant proposals to support project implementation;
- Prepare reports, project updates, and presentations to foundations and other funders as needed;
- Other duties as assigned.

## Knowledge, Skills and Abilities

- Knowledge of the waste and recycling and secondary materials sector in Appalachia, rural America, and globally;
- Knowledge of good business practices and marketing experience;
- Strong skills in collaboration and partnership development and management;
- Knowledge and experience in business development and entrepreneurship;
- Knowledge of community engagement processes and facilitation;
- Strong oral and written communication skills, including strong presentation skills;
- Ability to work in a team setting.

## Minimum Qualifications

- Bachelor's degree, or five years of experience in recycling or a closely related field;
- Deeply appreciative and respectful of rural people and places;
- Ability to work at a computer;
- Availability for evening and weekend activities as needed.

*To apply, please send a cover letter and resume outlining your experience as it relates to this job description and providing your salary expectations for the position. Send materials to [hr@ruralaction.org](mailto:hr@ruralaction.org) subject heading: Zero Waste Program Director. The position will remain open until a suitable candidate is hired. Rural Action is an Equal Opportunity Employer.*