

WASTE RECOVERY MANAGER



Join I Love A Clean San Diego to promote a zero waste lifestyle amongst all San Diegans!

The **Waste Recovery Manager** will lead I Love A Clean San Diego's recycling, compliance, and waste diversion programs, including its WasteFreeSD.org resource, by managing the marketing, strategy, and operation of the online database and call center. Additional programs include managing recycling special events, campaigns such as America Recycles Day, school recycling infrastructure placement and support programming, door to door recycling outreach, used oil compliance inspections and outreach events, and business recycling programs.

SPECIFIC DUTIES INCLUDE:

- Manage two full time staff and three part-time on call staff
- Lead all activities related to WasteFreeSD.org online database and call center
 - Successfully brand, market, and track usage of WasteFreeSD.org to promote recycling and a zero waste lifestyle amongst San Diegans
 - Provide quality information and customer service to the public regarding household hazardous waste, as well as recycling, repurpose, repair, and disposal information
 - Directly manage and train call center staff including monthly meetings, and on-going updates
 - Oversee call center administrative duties including appointment scheduling, call logs, mailings, publication inventory, and correspondence
- Oversee school recycling infrastructure program including inspections, coordination with haulers, school districts, and faculty, and monitor success
- Oversee door to door outreach team to conduct outreach at local multi-family complexes
- Oversee the organization's Green Business Solutions program
 - Build expanded program to include corporate offerings including fee for service presentations, corporate teambuilding volunteer projects, and waste audits
 - Conduct waste audits and create waste diversion plans that follow
 - Market and sell Green Business program to local businesses
- Generate monthly and ongoing contract reports
- Schedule staff for recycling and contract events and coordinate with subcontractors
- Support annual social media campaigns such as America Recycles Day
- Attend organization events, booths, and cleanups as needed
- Other ILACSD supporting activities as necessary

POSITION REQUIREMENTS:

- Project management
- Knowledge of environmental challenges facing San Diego County, especially waste and recycling issues
- Marketing and outreach skills
- Good customer service skills
- Extremely proficient with Microsoft Office, especially Excel and Word
- Savvy with technology; database management skills a plus
- Effective written and spoken communication skills for diverse audiences
- High level of organization and attention to detail; ability to multi-task
- Ability to work well independently and on a team
- Experience managing staff
- Knowledge of San Diego region (preferred)
- Bilingual (English/ Spanish)

COMPENSATION & BENEFITS

- Applicants should include salary requirements, cover letter, and resume
- Full Time, Non-Exempt
- \$26-\$27.50 per hour, commensurate with experience
- Paid time off (PTO) plan

- Employer-sponsored health (HMO) and dental plans (PPO)
- Generous paid holiday schedule
- 403b plan with matching
- Alternative work schedule opportunity after 90 days

If interested in applying, send cover letter, resume, and salary requirements in a word or pdf format to Natalie Roberts-DeCarli at nroberts@cleansd.org. No calls please.

I Love A Clean San Diego is an equal opportunity, affirmative action employer and all qualified candidates are encouraged to apply.