

JOB VACANCY # JV 2016-34 Public Outreach/Education Coordinator

THE POSITION OF: Public Outreach/Education Coordinator
DEPARTMENT/DIVISION: Public Works/Operations-Solid Waste
CLASSIFICATION: Part-time
SALARY: \$15.00/Hour
POSTING DATE: September 9, 2016

Qualified, interested candidates must **submit a current resume, application and a letter of interest** to the Human Resources Department. Position open until filled.
Email: jobs@readingpa.gov

POSITION SUMMARY:

The Public Outreach Coordinator promotes the understanding and value of specific waste reduction and diversion programs, including recycling, organics management, environmental education and sustainability. The Public Outreach Coordinator assists Solid Waste Program with development, implementation, promotion, evaluation and presentations of zero waste and ecology programs.

Typical job duties may include but are not limited to:

- Makes educational presentations to businesses, in class presentations at schools and meets with various community groups to develop their commitment to waste reduction and diversion.
- Assists with directing special events such as fairs, festivals, conferences, ceremonies, oral and visual presentations and workshops, media coverage, surveys and press releases, including the design and creation of signage, photos, videos and displays.
- Interacts with all media print, television and radio to generate public awareness of the environmental issues and regulations, using press releases, targeted mailings and other means; maintains event list serves and mailing lists.
- Assists with developing and managing a public outreach program.
- Plans, implements, promotes and evaluates multiple business waste reduction and diversion programs.
- Responds to business and school requests for waste reduction/diversion assistance, recycling bins and composters or compost toters. Maintains inventory of recycling bins.
- Provides information to businesses, organizations and institutions on environmental issues in person, over the phone, via e-mail, or mail.
- Coordinates school assembly programs and procures with assistance from consultants, if needed.
- Designs brochures, logos, advertisements, posters, signs, informational stickers and flyers.
- Creates newsletter and mail distribution to the community.
- Works closely with environmental groups, Reading School District, Reading Housing Authority, community groups, governmental committees and organizations.
- Duties as assigned by the Public Works Director, Managing Director or others.

MINIMUM QUALIFICATIONS:

Educational Requirements

- High School Diploma and experience in communications, marketing, community relations, journalism, environmental management, or any equivalent combination of education and experience.
- Valid Driver's license is required.
- Must have criminal history clearance Act 31/Act 34 and child abuse clearance /Act 151.

Experience

- Familiarity with Windows-based software, spreadsheets, databases, presentation software programs and desktop publishing software.
- Experience with website development and/or maintenance, and social media.
- Excellent written and verbal communication skills, and ability to promote understanding for a wide range of audiences, age groups and personalities.
- Strong planning and organizational skills.
- Some familiarity with solid waste issues/industry is helpful.
- Confidence in public speaking.
- Spanish language proficiently is preferred.