



## POSITION DESCRIPTION

**Job Title:** Education and Engagement Specialist  
**Status:** Non-Exempt, Full-Time  
**Reports to:** Recycle Education Coordinator

Cal-Waste Recovery Systems is seeking a dependable, proactive, team-oriented Recycle Education Specialist to perform a variety of complex, specialized functions in the Recycle Education Department. The position seeks creative and critical investigative skills, judgment, and discretion in formulating and implementing recycling and environmental programs in schools and communities. This position will play a vital role in assisting sales, outreach, and customer service communicating proper forms of recycling and actions to build a sustainable future.

Cal-Waste is a premiere recycling and waste recovery company servicing the Sacramento, San Joaquin, and Calaveras County areas. Cal-Waste is a family-owned business **97 years strong**. Check us out at [www.cal-waste.com](http://www.cal-waste.com).

### **POSITION SUMMARY**

The ideal candidate will have previous experience working education or classrooms. A recycling and environmental background is a plus. This person shall be proactive, solution oriented, flexible, understand classroom management, and have excellent written and verbal communication skills. A customer service focus and ability to prioritize and work independently in a fast-paced environment is crucial.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Schedule and facilitate activities of new and existing education programs and events including classroom education, tours, special events, and special projects.
- Co-create and implement engaging, interactive, culturally relevant, education workshops for youth and adults focused on recycling, waste prevention, and sustainable choices.
- Respond to inquiries regarding Cal-Waste's recycling process and proper sorting of materials.
- Gather data, review work product, and evaluate the engagement of audiences and effectiveness of the recycling message communicated, generating performance reports.
- Develop meeting agendas, tasks, and budget information associated with environmental programs.
- Participate in the development of informational flyers, brochures, videos, and newsletters.
- Prepare and present written and oral presentations to Cal-Waste staff, schools, and community groups, communicating clearly and concisely.
- Enter data into the computer of various recycling programs including school audits, observation dates, and locations.
- Perform other related work as required.

## **QUALIFICATIONS, KNOWLEDGE, SKILLS**

The following list represents the core competencies needed for success in this position.

- Action and Results Focused: Initiating tasks and focusing on accomplishment.
- Professional Integrity and Ethics: Displaying honesty, adherence to principles, and personal accountability.
- Oral Communication: Engaging effectively in dialogue.
- Writing: Communicating effectively in writing.
- Relationship Building: Establishing rapport and maintaining mutually productive relationships.
- Collaborative: Outgoing professional demeanor who values partnership and stakeholder relationships. Develops and supports team spirit to get things done.
- Solutions Oriented: Passion for working with teams around ambiguous problems, building, and communicating a goal to solve them. Ability to use strong communication skills with a variety of stakeholders to create, implement, and document solutions.
- Emotionally Intelligent: Motivated, passionate, and empathetic.
- Presentation Confidence: Comfortable in front of an audience.
- Tech and Media Savvy: Proficiency with Office Suite (ex., Excel, Word, PowerPoint), basic knowledge of social media platforms.

- Engaged with Community: Prefer at least one year experience involved in the development, production, planning, roll-out, managing, or supporting school or community events, either paid or volunteer.

## **EDUCATION AND EXPERIENCE**

- Background in education, public relations, theater, sociology, or psychology
- Two years of professional experience presenting to audiences of various sizes.

## **PREFERRED QUALIFICATIONS**

- Familiarity with garbage, recycling, and compost/sustainability industry principles and practices.
- Bilingual
- Experience presenting in school assembly style format.
- Experience making short informational videos.
- Experience editing videos.

## **SPECIFICATIONS**

- Setting for this job is both traveling to schools and event locations in our service area, as well as participation in planning meeting and program development in an office setting.
- Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record at the date of hire and as a condition of continued employment.
- Reliable transportation.
- May work weekends or holidays for special events.
- This position is full time.

## **BENEFITS**

Cal-Waste offers a competitive total compensation package including Medical, Dental, Vision, Life Insurance, 401(k), Vacation, Sick Leave, Holidays, a Safety Incentive Program as well as a Simplified Cafeteria Plan.

## **PAY RANGE**

\$22 - \$30 per hour