**JOB DESCRIPTION**

**ORGANIZATION:** Northwest Indiana Solid Waste District

**POSITION:** Education Coordinator

**REPORTS TO:** Executive Director

**PURPOSE OF POSITION:**

The Education Coordinator is responsible for the design and implementation of education and information programs targeted at individuals eighteen years old and younger. The Education Coordinator may also assist in the design and implementation of programs targeted to others including adults, businesses, industry and government institutions.

**SPECIFIC DUTIES AND RESPONSIBILITIES**:

* Design, promote, implement and maintain public information and educational programs targeted at individuals eighteen years old and younger that keep with the short-term and long-term goals of the Northwest Indiana Solid Waste District.
* Develop training materials, informational literature and seminars for youth and adults that identify and explain effective solid waste management techniques.
* Solicit and administer grants for the purpose of implementing and expanding effective recycling programs in schools and other public locations.
* Partner with other solid waste districts, the Cooperative Extension Service, the Soil and Water Conservation District, the Department of Natural Resources and other related organizations to more efficiently promote environmental education.
* Enter accounts payable and prepare for distribution
* Prepare and distribute materials to Board Members and others prior to monthly Board Meetings
* Transcribe Board Meeting minutes
* Maintain the website
* Prepare for collection event
* Assist in the daily housekeeping of the District office; maintain a clean environment
* Share in answering telephone and email, providing accurate information to the public and referring any messages to the appropriate personnel
* Assist at collection events
* Other duties as assigned.

**Responsibility:**

* The promotion of waste reduction, reuse and recycling techniques to residents and organizations in Benton, Carroll, Jasper, Newton, Pulaski and White counties. In addition, the Education Coordinator provides educational outreach to the community regarding safe handling and proper disposal of household hazardous waste materials.

**Working Relationships:**

* Ability to work well with the District’s Board of DirectorsandExecutive Director.
* Ability to relate well to youth and adults from varying backgrounds.

**Working Conditions and Physical Demands:**

* Work is accomplished in a variety of environments including the District’s office, classrooms and outdoors.
* Programs are presented to both large and small groups
* Collection events require being on your feet for a 4 hour period, outdoors, regardless of temperature, rain or shine
* Incumbent will be responsible for lifting and carrying materials not over 25 lbs.

**EDUCATION:**

* Bachelors’ degree in education or related field preferred.
* Basic computer skills.
* Excellent written and verbal communication skills.