

Methow Recycles

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www.methowrecycles.org



Now accepting applications for the position of Outreach Coordinator.

Position Description:

The Outreach Coordinator is an energetic community organizer who will work closely with Methow Recycles staff, board, and volunteers to build on the movement we have begun. The Outreach Coordinator will be a key player in the design and delivery of Methow Recycles' growing Education and Outreach Program. The Outreach Coordinator reports to the Executive Director.

Primary Responsibilities:

1. Assists in development of volunteer ambassador training program.
2. Recruits, trains, schedules, evaluates, and thanks volunteer ambassadors.
3. Coordinates and enhances annual Earth Day activities.
4. Prepares quarterly eNewsletters and social media postings and campaigns.
5. Coordinates creation of rotating displays in our Educational kiosk.
6. Leads development of marketing campaigns using print, radio, and social media.
7. Assists with coordination of Methow Recycles educational projects with the schools.

Other:

- The role of Outreach Coordinator will evolve as the program matures.
- The Outreach Coordinator will be engaged with community organizations and businesses to inspire and facilitate resource conservation.
- Like all Methow Recycles staff and volunteers, the Outreach Coordinator demonstrates commitment to Methow Recycles' mission and special role in the community as a nonprofit organization.

Special Projects:

The Outreach Coordinator will be called upon from time to time to assist with special projects or participate in committee work. Likewise, the Outreach Coordinator may call upon staff or volunteers to assist with projects.

Qualities, Skills, Experiences, Abilities:

- Must be passionate about resource conservation.
- Must have excellent verbal, written, and listening communication skills.
- Must be an enthusiastic and engaging public speaker.
- Competence in best uses of social media platforms (Facebook and Instagram) is highly desirable. Proficiency with Microsoft or Apple Office programs is a must.
- Marketing and/or teaching experience are strong plusses.

- Must have the ability to work without direct supervision, demonstrating excellent judgment, and a drive to “get things done.”
- Must be a team player and be able to give and receive constructive feedback.

Wages and Benefits:

This is a part-time hourly position earning \$17.00 - \$19.00 per hour DOQ. The level of effort for this position is 6-8 hours per week, depending on annual work plan, budget, approved by the Board, and funding. Compensation, set by the Executive Director, reflects scope and scale of the annual work plan, tenure with organization, skills, performance, and experience.

Physical Setting

The work schedule for this position is fairly flexible and may be accomplished in a variety of settings, including working from home or in the Methow Recycles office. Frequent local travel will be required.

Application Instructions and Deadline:

This position is open until filled. To apply, individuals must email the following items to the Executive Director, betsy@methowrecycles.org:

- cover letter
- resume
- [Methow Recycles Application](#)