



127 West Main Street • Suite 313 • Lebanon, Indiana 46052  
765-483-0687 • 765-483-0726 (Fax) • boonecountysolidwaste.com

**POSITION:** Education & Outreach Coordinator (Part-Time)  
**REPORTS TO:** Executive Director

**PURPOSE OF POSITION:**

The Education and Outreach Coordinator is responsible for representing the district through outreach opportunities and education programs that further the district’s mission. The Education and Outreach Coordinator will act in a supporting role to the other district staff.

**SPECIFIC DUTIES & RESPONSIBILITIES:**

- Create, edit, and implement education materials and programs targeted at youth, adults, businesses, industry, and governmental institutions that keep with the goals of the district.
- Serve as a liaison in developing a network and scheduling of educational initiatives to schools, businesses, local governments, and the public.
- Coordinate, promote and distribute education and promotional materials at community events.
- Plan special events in coordination with Earth Day, America Recycles Day and other opportunities that connect with environmental education.
- Track and report program participation data to enhance programming opportunities.
- Support district staff with the creation and evaluation of materials for the website, social media, and the monthly e-newsletter.
- Maintain knowledge of trends and changing technology in all areas of solid waste management by attending seminars and training sessions as approved by the Executive Director.
- Assist and attend collection efforts in specialty item recycling and tox drop collection events.
- Assist in the routine operation of all district programs and office operations.
- Maintain a positive attitude that promotes teamwork within the district and a favorable image of the district.
- Maintain a clean and organized working environment.
- Other duties as assigned.

**WORKING RELATIONSHIPS:**

- Ability to work well with the district staff, other agencies, and the public.
- Ability to relate and communicate well to youth and adults from varying backgrounds.
- Ability to serve the public with diplomacy, respect, including occasional irritated individuals.

**WORKING CONDITIONS:**

- Working hours will be established by the Executive Director and may vary as workload fluctuates and will include some evenings and weekends.
- Work is accomplished in a variety of environments including, but not limited to the district’s office, public spaces, classrooms and outdoors.
- Minimal physical demands including, but not limited to the ability to lift 40 lbs.

**EDUCATION & QUALIFICATION REQUIREMENTS:**

- High school diploma or bachelor’s degree preferred.
- Base understanding of solid waste management and the environmental field.
- Excellent written, public speaking, and education/outreach skills required.
- Basic computer skills required including, but not limited to, Microsoft Office programs.
- Ability to comply with all employer personnel policies, including, but not limited to attendance, safety, criminal background screen, drug-free workplace, and personal conduct.
- Must be able to maintain and possess a valid driver’s license.