

### **Waste Reduction Coordinator (19 hours/week)**

The Town of Wellesley seeks a part-time Waste Reduction Coordinator (up to 19 hours/week) to coordinate waste reduction for Town of Wellesley buildings and potentially coordinate waste reduction in other contexts, depending on Town needs and time availability, to include Wellesley Public Schools and other educational institutions, Town-led programs, and Town sponsored events. The incumbent will build on existing and new pilot programs to develop and implement standardized waste reduction programs across the Town. The work requires a strong understanding of the recycling and solid waste industry, strong project management and problem-solving skills, experience leading teams and working with a variety of stakeholders and excellent communication skills. The incumbent works with minimal supervision and must be able to effectively collaborate and build consensus among stakeholders.

**Minimum Requirements:** Bachelor's Degree in a field related to environmental studies, public policy, economics, engineering, education, or science; strong understanding of the recycling and solid waste industry; strong project management and problem-solving skills; experience leading teams and working with a variety of stakeholders; excellent written and verbal communication; ability to work independently and prioritize projects; ability to effectively collaborate and build consensus among stakeholders; proficient with computers and computer software. **Preferred:** non-profit or government experience; public speaking and presentation skills; valid driver's license and regular access to a car; experience with graphic design; and experience putting together surveys and reports.

The salary range is between \$30 - \$40 per hour depending upon qualifications. Flexible schedule available up to 19 hours per week.

To apply, please submit a resume and a cover letter or a Town of Wellesley application to the Human Resources Department, Town Hall, 525 Washington Street, Wellesley, MA 02482 or e-mail as a Word or PDF document to [dpwhr@wellesleyma.gov](mailto:dpwhr@wellesleyma.gov) AA/EOE.