



September 2021- August 2022 Service Year

Position Title

Community Zero Waste Assistant

Sponsoring Organization

Central Vermont Solid Waste Management District
Montpelier, VT

Sponsoring Organization's Mission

CVSWMD provides leadership, education, and services for residents and businesses in reducing and managing their solid waste in order to protect public health and the environment to the greatest extent feasible.

Goals for the ECO AmeriCorps Position

The Community Zero Waste Assistant will serve closely with the Outreach & Education Team, and others as needed, to communicate specifics about materials management, including recyclables, organics, and hazardous and toxic materials. The CZWA may also provide operational support at CVSWMD collection events, and its special recycling facility, the ARCC. Goals for the position include:

- Promote the mission of the CVSWMD through direct interactions with the public through business outreach, public events, CVSWMD collections and more
- Assist with implementing CVSWMD's Municipal Services Program
- Provide outreach support for the district's new Household Hazardous Waste facility
- Provide other support as needed to contribute to CVSWMD meeting the requirements of the State Materials Management Plan (MMP), the CVSWMD Solid Waste Implementation Plan (SWIP), and compliance with Vermont's Universal Recycling & Composting law (URL)
- If feasible given COVID safety precautions, support the CVSWMD Events programs, including: zero waste event kit and bin loan programs; waste warrior training and events consultation

Essential Functions. Functions that the applicant must be able to perform

- Must be comfortable interacting with a diverse public in a variety of ways including but not limited to individual conversations and public presentations
- Regular telephone and in-person outreach including giving presentations (training will be provided for making presentations)
- Ability to write clear and concise 1- 2 page blog posts and short articles and respond positively to feedback and editing
- Must be reliable and able to follow through with assignments and meet or exceed expectations to make an impact in the organization and in the local community
- Ability to balance more than one project at a time while producing deliverables, meeting deadlines, and visioning future projects
- Must be articulate and possess confidence to contribute to ideas and express opinions thoughtfully and respectfully among a diverse core team and with community partners
- High functioning both independently and as a positive part of a team
- Show innovation capabilities through problem-solving and project suggestions
- Proficient with Microsoft Office Suite; basic design concepts; and learning and applying new skills
- Comfortable with digital communication, including social media use and marketing.

Marginal Functions. These are secondary to Essential Functions, may be negotiable, and can be completed as time allows.

- Design Experience in Adobe InDesign or Canva
- Experience with websites platforms such as Weebly, Word Press or Wix
- Use of Survey Monkey, data analysis packages (e.g., SPSS)
- Earn Master Composter certification during service year to support backyard composting programs and residential organics collection program within the CVSWMD

Projects May Include

The Community Zero Waste Assistant will be serving with the CVSWMD Outreach & Education Manager to provide information and resources to district businesses, events and residents through a variety of outreach projects. The main focus for this role is:

- Business outreach: in this role, the Community Zero Waste Assistant will be reaching out to area businesses to consult with them about their solid waste management, including recycling, composting, trash and household hazardous waste.
- Events outreach: this involves overseeing distribution of the district's Zero Waste Event Kit to community events; managing the CVSWMD "Bin Loan" program, zero waste events pages, and its Waste Warrior training program for events. *This role will depend on state and federal health and safety guidelines related to COVID 19
- School Zero Waste Program - assist the School Program Coordinator with Waste Audits or other projects as needed
- Other outreach projects as needed may include: conduct the annual update of CVSWMD's website A-Z disposal guide; help manage CVSWMD social media; create content for the CVSWMD website; create and publish print materials such as flyers and brochures, and more
- The Eco AmeriCorps member may also serve on either operational, planning, or outreach related projects for the district's Municipal Services Program or new Household Hazardous Waste Facility. This may include: speaking at town boards and meetings; collecting and analyzing data; organizing special collection events, and more.

To gain experience about CVSWMD's programming, the ECO AmeriCorps member will serve at one or more CVSWMD Household Hazardous Waste collection and the CVSWMD Additional Recyclables Collection Center during their service term.

Short-term special projects may be assigned during the year in order to train and equip the service member with the professional skills and knowledge necessary for this project.

Desired Qualifications

- Passion for environmental protection through sustainable materials management
- Self-advocate with professional aspirations looking to enrich skills for improved next experience
- Strong written and verbal communication skills
- Basic computer skills, specifically Office 365
- Social media savvy particularly with Instagram, Facebook, Pinterest and YouTube
- Basic knowledge of habit changing strategies and climate change issues
- Interpersonal communications skills and outgoing nature.
- Interest in - or experience with - photography and/or videography

Networking Opportunities

The Community Zero Waste Assistant will participate in regional meetings in which state staff, regional SWMEs, and partners meet to implement Act 148: Recycling Coordinators; Outreach Coordinators; and Hazardous Waste Coordinators. In addition, through MSP-based projects, the member may meet local leaders, hauler representatives, members of the CVSWMD Board of Supervisors and others working to improve solid waste services in central Vermont. CVSWMD regularly encourages its Eco AmeriCorps members to attend trainings and events where they have networking opportunities.

Service Conditions

Service is to be performed indoors, in local municipal offices, at the ARCC (CVSWMD warehouse), at crowded outdoor events in the community (occasional evening or Saturday), and travel between rural towns.

In support of DEI and Environmental Justice

CVSWMD is an equal opportunity employer and supports diversity, equity, inclusion and environmental justice. Our 2019 Strategic Plan includes the following objective: Programming will strive to meet goals of inclusion, serving diverse groups, and applying equity (fair and impartial decision-making) to program development.

We are currently seeking a training, or series of trainings, around environmental justice and diversity, with a goal of engaging in an on-going, full-staff conversation around equity and inclusion.

Minimum Qualifications:

- Be a US citizen, a national, or legal permanent resident alien of the U.S.;
- Be at least 18 years of age upon entering the Pre-Service Orientation (there is no upper age limit);
- Be a high school graduate or have a GED certificate, or be willing to work towards their GED as part of their service-year successful completion requirement. A member cannot have dropped out of high school to join AmeriCorps. If a member has a documented medical reason/professional opinion why they cannot finish high school, they might be eligible; call in this case;
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check;
- Must submit to Agency of Human Services checks, i.e. Adult Abuse and Child Abuse Prevention;
- Be committed to the ECO AmeriCorps program, and its ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in required trainings and events

