

**Position Description**  
**Johnson County Recycling District**

**Position Title:** *Outreach and Education Coordinator*      **Status:** *Full-time*      **FLSA Status:** *Exempt*

**Salary:** \$35,500 – \$40,500 commensurate on experience. A \$10,000 stipend is given annually to supplement medical, dental, and vision insurance coverage. Other benefits include retirement plan, life insurance, and long-term disability.

**Job Description – Outreach/Education Coordinator:** responsible for developing, implementing, and maintaining an education/outreach program for the county. This position is responsible for management of the District office when the Director is absent. This position requires a minimum work week of 37.5 hrs; including occasional evening and weekends. Working hours are established by the Director and may vary as workload fluctuates.

**Duties**

- Assists in supervising and directing assigned personnel & contractors, included but not limited to, making works assignments, providing training and corrective instruction or other tasks as deemed necessary by the Director.
- Plans, schedules, coordinates, promotes and implements outreach for environmental education, programs and events throughout Johnson County including but not limited to schools, philanthropic, industry, and community groups.
- Organizes and coordinates District public events and special events (Earth Day, America Recycles Day) including any volunteer assignments.
- Handles public outreach of District programs through the creation of media and promotional material, including but not limited to social media, District website, press releases, brochures, flyers and exhibits.
- Presents bi-monthly education report to Executive Board. Assist in compilation of annual report.
- Maintains current knowledge of environmental issues/concerns.
- Manages Creative Resources with Office Manager
- Cleanup and perform general maintenance at Recycle Spot sites as needed.

**Job Requirements:**

- Baccalaureate Degree in Life Sciences, Education, Public Administration, or related field/comparable work experience. Strong writing, public speaking and outreach skills are required.
- Ability to work under pressure and adapt to various situations. Must be able to work on several tasks at the same time and complete assignments effectively amidst frequent interruptions, with minimal supervision.
- Ability to effectively communicate, both verbally and in writing. This includes utilizing a variety of social media and marketing platforms regularly, i.e. Facebook, Twitter, Canva.com, Mailchimp.
- Proficient in Publisher, Power Point, and Word. Knowledge of Wordpress is a plus.
- Lifting of objects more than 25 pounds may be required.
- Legally qualified to operate a motor vehicle
- Must be bondable and pass routine drug screening test
- Must pass background check