

SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506

(505) 424-1850 www.sfswma.org

Recruitment Announcement # 2025-15

POSITION TITLE: EDUCATION AND OUTREACH COORDINATOR
SALARY RANGE: \$29.49 - \$42.76
FLSA/UNION STATUS: Covered/Covered
POSITION STATUS: Classified Full Time
PERIOD TO APPLY: Open Until Filled
SUPERVISOR: Executive Director
WORK LOCATION: Caja del Rio Landfill

PURPOSE This position is to plan, coordinate, implement, and monitor education and outreach programs related to recycling and waste diversion programs offered by the Buckman Road Recycling and Transfer Station (BuRRT). It also involves coordinating recycling and waste reduction activities with regional partners and performing other related tasks as assigned. The job works under the general direction of the Executive Director.

JOB DUTIES AND RESPONSIBILITIES

The Education and Outreach Coordinator:

1. Develops, implements, monitors, and evaluates recycling and diversion educational and outreach programs.
2. Educates citizens and businesses about diversion programs, including composting, household hazardous waste, and electronics recycling.
3. Builds coalitions and sustains relationships with community groups, topic-specific organizations, commercial businesses, and others to provide education on recycling and waste diversion programs.
4. Designs, writes, prepares, and delivers informational brochures, handouts, newsletter articles, press releases, advertisements, website content, and other promotional materials and presentations for all recycling and waste diversion programs.
5. Maintains and updates the Agency's website.
6. Conducts facility tours and educational presentations for community groups.
7. Supports various City of Santa Fe and Santa Fe County spring and fall cleanup events, along with other community activities.
8. Acts as the Agency's representative on recycling boards and committees at the local, state, or national level.
9. Attends Joint Powers Board meetings, other meetings, and events scheduled in the evenings and on weekends as needed.
10. Oversees budgets for annual expenditures related to outreach materials, activities, and events.
11. May appear as a guest or host on radio, television, podcast, or other media programs.
12. Collects, compiles, and reports regional recycling data.
13. Researches and secures available grant funding for special programs and projects.
14. Receives and responds to inquiries, concerns, complaints, and requests for assistance related to areas of responsibility.
15. Attends training, seminars, and conferences to stay current in professional knowledge and skills.
16. Performs general administrative and clerical duties as needed, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving data on computers, and answering phones.
17. Works independently with minimal supervision and/or with others, maintaining a professional attitude.
18. Attends trainings, meetings, seminars, conferences, etc., as required to enhance job knowledge and skills.
19. Adheres to safety practices in office and outdoor work environments.

20. Performs general administrative and clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving data from computers, answering the telephones, assisting customers, etc.
21. Fosters excellent customer service.
22. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education/Experience: Requires a Bachelor's degree with coursework in communications, marketing, graphic design, environmental science, environmental education, or related field. Three (3) years of experience in recycling, waste diversion, source reduction applications and programs, or related field. Computer proficiency required, experience with Microsoft Office and Adobe publishing software preferred.

Certification/Licensure/Registrations: Must possess a valid New Mexico driver's license.

Special Conditions: Must pass a drug and alcohol screening prior to employment.

Knowledge/Skills/Abilities

Requires coordinating or determining time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

Requires giving information, guidance, or assistance to people to facilitate task accomplishment directly; may give directions or assignments to helpers or assistants.

Requires handling or using machines that require moderate instruction and experience, such as computers and software programs, such as word processing, spreadsheets, or custom applications.

WORKING CONDITIONS

Requires light-to-medium work that involves sitting for extended periods, using a computer and other office equipment, walking or standing, exerting between 20 and 50 pounds of force on a recurring basis, and adeptness and speed in the use of fingers, hands, and limbs in tasks involving close tolerances or limits of accuracy.

The job requires normal visual acuity and field of vision, hearing and speaking ability.

The job is generally in a moderately noisy environment (e.g., a business office or light traffic).

The job may risk exposure to adverse weather conditions, heat, fumes, flammable vapors, noise and hazardous and/or infectious materials.

HOW TO APPLY

Submit employment applications to:

Human Resources Officer
Santa Fe Solid Waste Management Agency
149 Wildlife Way
Santa Fe, NM 87506-8342

Resumes will be accepted in addition to the SFSWMA employment application. Proof of education, driver's license, endorsements, professional licenses and/or certifications must be attached to the application.

The Santa Fe Solid Waste Management Agency is an Equal Employment Opportunity/Affirmative Action employer and complies with the Americans with Disabilities Act.