



Greater Arkansas River Nature Association (GARNA) Waste Education and Outreach Coordinator Job Description

Reports To: Executive Director

Chaffee County, Colorado is surrounded by mountains and is 82% public lands. The county has twelve peaks which rise above 14,000 feet in elevation, the greatest number of “Fourteeners” in the state. Chaffee County consists of 1,040 square miles of land area and includes the city of Salida and the towns of Buena Vista and Poncha Springs, with a total population of ~21,000 people. Each year thousands of visitors come to Chaffee County to enjoy the beauty and the many outdoor activities in the valley and surrounding mountains. Monarch Ski and Snowboard, located 20 minutes west of Salida, is known for its great skiing on all-natural snow. The Arkansas River runs north to south through the center of the county, and provides excellent whitewater rafting, kayaking, and fishing opportunities. Mountain climbing, hiking, camping, fishing, horseback riding, mountain biking, and four-wheel drive excursions are popular outdoor events.

GARNA, a 501(c)(3) nonprofit environmental organization based in the Upper Arkansas Valley and founded in 1996, inspires a conservation ethic by providing educational opportunities and experiences so that those who live, work, and play in the Upper Arkansas Valley are motivated to take care of the natural resources and leave a legacy of responsible use of the natural environment.

GARNA is seeking a talented **Waste Education and Outreach Coordinator** to fill an exempt position reporting to the Executive Director (ED). This position is responsible for supporting the ED and a paid consultant, Dr. Erica Gift, in developing and executing waste diversion strategies, education, and outreach for GARNA and Chaffee County Government and its municipalities, focused on direct community impact.

A 2021 disruption to Chaffee County recycling services caused by the closure of Angel of Shavano Recycling resulted in closure of public drop-sites for recyclables. Chaffee County has looked to GARNA to help reassess the status and future of the local recycling ecosystem. This change has also heightened the desire to more clearly articulate short- and long-term waste diversion needs and opportunities and determine how to best accomplish and sustain the community’s recycling-related objectives.

Strategies include survey and survey results reporting, stakeholder engagement, volunteer management, and efforts to increase local diversion rates such as community based social marketing, monitoring existing strategies and implementing new strategies. The position(s) has an active role in program development, including grant writing, coordinating events, communications, plus other projects as necessary. GARNA recognizes that this position(s) requires a wide range of skills and may be reflective of more than one part-time position or job share, instead of a full-time position, for the right candidate(s).

This position is currently funded for 12 months, through June 2022, with possibility to extend beyond that time contingent upon identified needs and funding.

I. Job Responsibilities

- **Conduct Needs Assessment**
 - Facilitate Community Recycling Surveys
 - Distribute community surveys as broadly as possible.
 - Assist with survey **analysis and** reporting.
 - Update 2020 GARNA Waste Diversion Plan to reflect changes in waste haulers and operations.

- **Develop waste diversion education and outreach**
 - Create and implement education and outreach plan, including neighborhood outreach and social media, print, website, newsletter, and other education.
 - With the Executive Director and Communications Coordinator, develop public relations strategies for GARNA events and announcements as needed.
 - Organize collection events for recyclable, compostable and hazardous materials.
 - Assist in analyzing and reporting impact.

- **Conduct Feasibility Assessment**
 - Using survey results, stakeholder engagement and industry information, help create and/or evaluate business model/plan for household waste diversion solutions and construction/demolition-related waste domain.
 - Create business model/plan for GARNA-based waste diversion team for major city and county events.

- **Volunteer Management**
 - Manage event and other volunteers associated with waste diversion throughout Chaffee County.
 - Other duties as needed.

- **Grants and Grant Reporting**
 - Grant writing and submission for sustainability related funding opportunities.
 - Grant reporting as needed.

II. Qualifications

- At least two (2) years of full time, or equivalent part time, professional experience in sustainability, waste diversion and/or recycling preferred.
- Knowledge of waste diversion rules, regulations, methods, and procedures.
- Demonstrated ability to take projects from concept to implementation strongly preferred.
- Ability to collaborate with a diverse range of public agencies and community groups.
- Ability to exercise good judgment and focus on detail as required by the position.
- Ability to demonstrate vision, strategic thinking, initiative, collaboration, flexibility, and adaptability; and willingness to embrace change.
- Experience presenting to groups.
- Must have and maintain a current Colorado driver's license.
- Ability to establish and maintain effective working relationships and to exercise sound independent judgment in planning, directing, and coordinating projects.
- Strong written/verbal communication, interpersonal, organizational, problem solving skills preferred.
- Proficiency with Microsoft Office Suite and experience with Excel and other data management software.

- Bachelor's degree in sustainability, environmental science or related field. Masters in Environmental Management (MEM) or related graduate degree preferred.
- Experience managing volunteers.
- Prior experience in grant writing and reporting is a plus.

THIS POSITION MAY REQUIRE EMPLOYEE TO ATTEND OCCASIONAL EVENING AND/OR WEEKEND MEETINGS and/or SITE VISITS IN SUPPORT OF POSITION'S DUTIES.

Time Required: GARNA is willing to consider part-time, full-time or some combination thereof depending on applicant skills and experience. Applicant must be willing to commit to working set office hours, including some weekends with an adjusted schedule based on scheduled events.

Compensation and Benefits: Starting salary \$19 - \$24 per hour, commensurate with experience. Benefits include generous vacation, sick and holiday leave.

GARNA is an equal opportunity employer that values and is enriched by diversity. We center equity in all our work and in our hiring practices.

How to Apply: Qualified applicants should send cover letter with salary requirements, and resume to Dominique@GARNA.org (subject: Waste Education and Outreach Coordinator). In your cover letter, please be sure to indicate where you found this position announcement. Applications accepted through June 25, 2021, but ***interviewing will begin immediately.***