



**Conservation Corps North Bay's mission is to:**

*Develop youth and conserve natural resources for a strong, sustainable community.*

*We achieve our mission by:*

- *Providing a diverse group of youth and young adults with opportunities to transform their lives through education, employability, civic engagement, and leadership.*
- *Caring for our environment by conserving and restoring natural resources, and by improving recreational areas.*
- *Creating the environmental leaders of the future by teaching environmental ethics and behaviors to children, teens and adults.*
- *Making communities safer by reducing fire and flood hazards and by responding to public emergencies and disasters.*

**Open Position: RECYCLING PROGRAM MANAGER**

The Recycling Program Manager oversees the recycling and waste reduction programs including beverage container, e-waste, used oil and tire recycling programs. The Recycling Program Manager will take a leadership role in all aspects of the recycling programs including assessing community needs, developing projects to meet local needs; creating community partnerships; grant management for all recycling grants including a large state recycling grant; developing fee-for-service projects; fund development; hiring and managing staff members; facilitating communication and integration of recycling programs with CCNB's other programs; and creating a positive atmosphere to encourage learning and high quality project completion.

This position supports the CEO and/or the Director of Natural Resources by carrying out special projects as assigned and by keeping the CEO and the Director of Natural Resources apprised of any pending issues.

**ESSENTIAL DUTIES**

**Specific responsibilities include, but are not limited to:**

- Build and maintain strong recycling programs in Marin and Sonoma Counties including contacting project sponsors and partners, attending meetings relevant to waste management in

- local jurisdictions, accurately estimating projects, negotiating contracts, securing funding and managing successful implementation of projects
- Build and maintain strong relationships with CalRecycle and other state agencies
- Assess community needs, initiates appropriate partnerships and designs and implements programs that meet the local needs and are in accordance with CCNB's strategic plan and annual goals
- Lead the planning process of new recycling programs including assessing feasibility, planning potential projects and implementing appropriate projects
- Monitor and evaluate the effectiveness and performance of all CCNB's recycling programs, activities and services, ensuring that program goals are being met
- Analyze results and evaluate effectiveness of CCNB's recycling programs
- Responsible for the professional supervision and high-quality training of all recycling program staff and corpsmembers. Manage personnel in a manner that ensures that all CCNB policies and procedures are followed
- Responsible for the implementation of CCNB's safety plans, uses good judgment in assessing potential safety hazards and assures compliance with all relevant OSHA labor laws
- Ensure that recycling programs meet income targets and stays within budgeted expenses. Manage all financial and reporting requirements of grants and fee for service contracts for recycling programs, in coordination with Finance Department
- Produce all internal and external reports in a timely and professional manner. Ensure that all deliverables, budgetary and other requirements are met and reported accurately
- Develop and deliver recycling presentations for the public, professional groups and internal use
- Oversee all recycling equipment and facility needs including procedures, maintenance and security, in coordination with Facilities Coordinator

## **QUALIFICATIONS AND EXPERIENCE**

- Five or more years of experience in a management position, preferably in a nonprofit organization
- Extensive experience and technical skills in recycling and waste management work, including contracting and project management. Knowledge of workplace safety procedures and OSHA regulations
- Superior communication skills, both written and verbal, and ability to effectively represent CCNB with funders, project sponsors and in the community
- Experience developing budgets and managing expenditures for a variety of funding sources including grants and fee for service contracts
- Experience in supervising, training and educating young adults and regular staff members. Knowledge of state and federal labor laws and general human resource practices
- Proven ability to work with people from a wide variety of social, economic and educational backgrounds. Demonstrated ability to resolve conflicts and mediate disputes
- Clean driving record and ability to obtain a CA Class B driver's license
- A Bachelor's degree required, and a Master's degree preferred, in management, environmental science, business or a related field. Proficient with Microsoft Office, Word, PP, Excel and database management

## **PHYSICAL DEMANDS**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Recycling Program Manager sometimes works outdoors around equipment and machinery, walking on uneven ground and steep hillsides, with exposure to excessive noise, fumes and extremes in temperature. This position frequently uses special visual and auditory protective equipment. While performing the duties of this position, the RPM is required to walk and stand; sit and bend; squat and climb; kneel and twist; to talk or hear. They use hands to perform simple and power grasping, and fine manipulation; to push and pull.

Additionally, there are normal office working conditions and associated physical demands. For example, on a continuous basis, sit at a desk using a computer and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk.

### **COMPENSATION AND BENEFITS**

The Recycling Manager position is a full time, salaried, exempt position eligible for a full benefits package including Medical, Dental, Vision, Chiropractic, 401K retirement, and generous vacation, holiday and sick pay. Salary range for this position starts at \$65,000 annually.

### **TO APPLY**

Please submit your cover letter and resume to [recruiter@ccnorthbay.org](mailto:recruiter@ccnorthbay.org) and include 'Recycling Manager' in the subject line. You can also fax your cover letter and resume to (415) 454-4595 Attention: Recruiter

*Conservation Corps North Bay is an Equal Opportunity Employer*