



PROGRAM SERVICES SPECIALIST
ORGANICS REDUCTION AND RECYCLING
ORDINANCE PROJECT

StopWaste

Oakland, California

Salary: \$35.20 - \$46.54/hr. depending on experience.

The Program Services Specialist position primarily consists of fieldwork to perform site inspections of commercial and multifamily properties and office-based program support for implementation of a county-wide ordinance designed to reduce the amount of recyclable and compostable materials going to the landfill. On occasion, the position will also include site visits to monitor the use of reusable carry-out bags, field sampling for scientific studies, and program support for the Agency's Facility Fee project. The position will receive direction from staff working on these projects. StopWaste offices are located at 1537 Webster Street in downtown Oakland, but the Program Services Specialist will also be performing fieldwork throughout Alameda County.

Qualifications -- KNOWLEDGE OF: Safety equipment and practices related to the work. Proficiency in Microsoft Outlook, Word, and Excel. Techniques for providing a high level of customer service by dealing tactfully with account representatives, the public, and others in providing information and answering questions. **ABILITY TO:** Effectively communicate in person, over the telephone, and in writing. Complete assigned inspections and tasks within established guidelines. Organize own work and meet time deadlines. Maintain accurate logs, records, and basic written records of work performed. Operate a motor vehicle safely and read and interpret street maps. **EDUCATION/TRAINING:** Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in horticulture, environmental studies, education, communications, public relations, or a related field, and two (2) years (or three (3) if Program Services Specialist II) of responsible paraprofessional experience in source reduction, recycling, and/or waste management programs as well as demonstrated experience in conducting group educational/training sessions and presentations and/or public speaking directly related to area of assignment. **LICENSES AND CERTIFICATIONS:** Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Applications and correspondence will be accepted through email. Please email the following documents to jobs@stopwaste.org and include the position title "ORRO Program Services Specialist" in your cover letter and email subject line. 1. Cover Letter referencing the position title 2. StopWaste Application 3. Resume Application packets may also be mailed to the StopWaste office: 1537 Webster St., Oakland, CA 94612 ATTN: ORRO Program Services Specialist Position Deadline for the receipt of applications is 5:00 p.m. Monday, June 27, 2022. No postmarks or faxed applications accepted. Late submittals will not be accepted. Please visit our website: <https://www.stopwaste.org/about-stopwaste/jobs/program-services-specialist-for-organics-reduction-and-recycling-ordinance>, for complete application instructions.