

Hendricks County Solid Waste Management District

Job Description

Title: Office & Education Coordinator

FLSA Status: Non-Exempt

Supervisor: Executive Director

Purpose of Position:

Supporting the work of the District's Board of Directors, Executive Director, Outreach Coordinator and Yard Waste Recycling Center Attendants. Providing accurate information to the public about District programs and local waste management services. Facilitating the District's presence at various educational and community events and actively assisting the Outreach Coordinator in performance of his/her duties. Coordinating bookkeeping and administrative functions of the organization.

Essential Functions:

- Answering telephone, email, social media and in-person inquiries and providing accurate information or transferring calls and/or messages to the appropriate personnel
- Actively seeking and facilitating the District's participation in public outreach events and activities
- Assisting the District's Outreach Coordinator with environmental program preparations and/or presentations
- Performing in-school environmental programs under the direction of the District's Outreach Coordinator
- Managing work schedules, supplies and time cards for the Yard Waste Recycling Center Attendants
- Assisting the Executive Director with financial duties including preparing claim forms
- Developing, editing and updating public education materials and information including content for email newsletters, social media, website, Recycling Guide, etc.
- Transcribing and retaining Board Meeting minutes
- Organizing and maintaining files and records
- Staffing of Tox-Away Days and community outreach events

Non-Essential Functions:

- Managing and coordinating purchases of office supplies and equipment
- Managing and coordinating meeting needs
- Performing bank deposits
- Preparing and delivering education material to various locations around the community
- Maintaining a clean working environment
- Other duties as assigned

Education and Qualification Requirements:

- Bachelor's degree in environmental education, natural resources, communication, education or related field preferred

- Basic math and writing ability sufficient to generate accurate reports, engaging educational content, bank deposits, etc.
- Ability to properly operate standard office equipment including calculator, office telephone, cellular telephone, computer, printer, scanner, copier
- Ability to effectively use a variety of computer programs and software including Microsoft Excel, Word, Outlook, web browsers, WordPress and other internet-based programs
- Working knowledge of English grammar, spelling and punctuation
- Ability to effectively communicate orally and in writing
- Ability to confidently and effectively present environmental programs and presentations to large groups of students and adults
- Ability to adjust presentation content and/or style based on audience feedback and other factors
- Ability to understand and follow written and oral instructions/directions and appropriately respond to constructive criticism
- Ability to plan assigned work projects, work alone and with others in a team environment with minimum supervision and maintain appropriate, respectful interrelationships with coworkers and the public
- Ability to understand and follow written and oral instructions/directions and appropriately respond to constructive criticism
- Ability to work on several tasks at the same time and complete work effectively amidst frequent distractions and interruptions
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals
- Ability to comply with all employer personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace and personal conduct
- Must be able to maintain and possess a valid driver's license

Responsibility:

The Office & Education Coordinator Manager must possess an accurate working knowledge of District programs and local waste management practices and operations. Originality and judgement are required when conceiving, developing and delivering educational material and programs to ensure the resulting program is understood by the intended audience. Judgement is required when answering questions from the public or representatives from other municipalities, agencies and organizations as well as when publishing information. The Office & Education Coordinator must prioritize non-routine tasks, make independent decisions and plan work flow to be successful. Errors in work are usually discovered by supervisory review but are usually localized and result in limited to minor loss of time or resources.

Working Relationships:

Most of the Office & Education Coordinator's work is performed in partnership with the Executive Director and/or Outreach Coordinator, though some duties are performed independently. Many interactions are with the general public.

Working Conditions and Physical Demands:

Most of the Office & Education Coordinator’s duties are performed in an indoor, climate-controlled environment. Some outdoor work is required and can be during inclement weather under extreme hot and cold. The Office & Education Coordinator will be required to load and transport equipment and supplies to support education programs but will not be required to lift more than 40 pounds.

Applicant/Employee Acknowledgement:

The job description for the position of Office & Education Coordinator describes the duties and responsibilities of the position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirement as outlined?

Yes _____ No _____

Applicant/Employee’s Signature

Date

Printed Name