

GREATER NEW BEDFORD REGIONAL REFUSE MANAGEMENT DISTRICT
JOB DESCRIPTION

Position: Waste Reduction Assistant
Reports To: Waste Reduction Coordinator

Classification: Non-Exempt
Salary: \$13.00 per hour (part time; approximately 15 (not to exceed 19) hours per week; no benefits

Essential Job Functions:

Assist Waste Reduction Coordinator and Assistant Waste Reduction Coordinator on waste reduction efforts in New Bedford & Dartmouth. Responsibilities include answering incoming phone calls, returning phone calls from voicemail messages, educating the general public in person, distributing flyers, posting on social media, data entry in Excel, and assisting in the office. Has frequent contact with residents. Occasionally delivers recycling carts and bins to City buildings and businesses using a District pick-up truck and helps with errands. Assist with office work (e.g. copying and mailings). Work on special projects relating to waste reduction programs. Works flexible hours including some weekends.

Job Knowledge/ Skills

Personal commitment to waste reduction

Knowledge of New Bedford and Dartmouth waste reduction programs.

Ability to communicate effectively orally and in writing.

Ability to maintain accurate records; attention to detail is important.

Skilled in operation of computer (including Microsoft Office software and performing Internet searches), telephone, photocopier, and fax machine.

Proficiency or ability to become proficient in the use social media including Facebook, Twitter, and Instagram.

Must possess a valid Massachusetts motor vehicle operator's license and have a good driving record.

Must have neat handwriting.

Required Level of Education and Experience

High school diploma. At least one year experience in an office setting and experience speaking with the public is desirable. Knowledge of Spanish or Portuguese is desirable.

Physical and Mental Demands:

Occasionally moves items weighing up to 30 pounds from one location to another; Frequently moves about outside over uneven terrain (sometimes in adverse weather), inside District buildings, and to and from events, meetings, appointments, neighborhoods and facilities in different locations; Frequently must be able to remain seated in an office or stand or walk for up to 3 hours; Must be able to listen to and clearly communicate verbally and in writing with employees and the public; Must have eyesight and hearing at or correctable to normal ranges; Ability to operate a keyboard at efficient speed.