

JB Green Team/Jefferson-Belmont Regional Solid Waste Authority

Title: Education Coordinator

Reports to Belmont County Program Director and Executive Director

Job Duties include but are not limited to:

Identifies opportunities to deliver educational presentations to schools, youth groups, libraries, community volunteer and other organizations.

Works with schools, youth groups and community organizations to promote program participation and increase recycling.

Customizes available educational materials for diverse audiences.

Sets up educational displays and activities for county fair and school "Fair Field Day".

Organizes, conducts and/or participates in special activities and events such as: youth camps, workshops, fairs and festivals, school environmental clubs, Adopt-A-Road volunteers and annual River Sweep.

Conducts educational and teacher workshops.

Helps organize and conduct special programs for Earth Day, America Recycles Day, Green Week.

Organizes and conducts program mascot appearances.

Develops presentations, literature, events and contests to promote recycling awareness.

Updates program flyers and brochures as needed.

Submits approved news release articles to news media.

Keeps statistics to complete necessary reporting requirements including Annual District Report.

Creates and maintains excel spreadsheets to report educational presentations and events.

Research and update classroom curriculum.

Research available promotional materials.

Assist with grant research and applications.

Assists Program Director in accomplishing program goals and objectives.

Board Meeting minutes for Solid Waste Authority Board at Belmont County meetings.

Oversees weekly uniform delivery/pick up.

Completes reports for Keep America Beautiful affiliate requirements.

Assists Program Director in finalizing quarterly paper payment statements.

Assists Program Director with office purchases, inventory and program development.

Assists with customer service at all levels.

Answers public enquiries.

Performs other office duties including, but not limited to, scanning, faxing, and filing

Knowledge and Skills Required:

High School Diploma/GED required

Drivers license

Ability to work with the public, answer phone/email questions in a respectful and professional manner.

Knowledge of department policies and procedures.

Knowledge of education techniques and state standards.

Proficient computer skills in MicroSoft Excel, Word, Publisher, Outlook Email, Zoom meetings and social media.

Ability to work some evenings and weekends.

Knowledge of modern office equipment including calculator, phone, scanner/fax/copier.

Knowledge in research methods and data collection.

Knowledge of occupational hazards and appropriate safety precautions.

Ability to communicate effectively in written and verbal formats.

Ability to work without direct supervision and to work independently and as part of a team.

Ability to perform routine equipment maintenance.

Ability to prioritize work assignments.

Ability to transport, setup and tear down special awareness event display booths

Ability to lift 50 pounds.

