

JB Green Team/Jefferson-Belmont Regional Solid Waste Authority

Title: Environmental Educator/ Office Assistant Reports to Belmont County Program Coordinator 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 Coordinator 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 Coordinator in finalizing quarterly paper payment statements.
- Assists Program Coordinator 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.