



## Job Announcement

### *Environmental Education Fellow*

**Deadline: Monday, December 18, 2023 at 4 p.m.**

#### **Overview**

RethinkWaste, also known as the South Bayside Waste Management Authority (SBWMA), is recruiting for one (1) **full-time Environmental Education Fellow** position.

Desired applicants are enthusiastic, passionate individuals with demonstrated collaborative team skills and strong communications experience. The Environmental Education Fellow will serve on the Environmental Education Team and report to the Environmental Education Manager.

Fellow positions are for an initial duration of one year. By mutual agreement, the position term may be extended for up to two additional years, for a total of three years from date of hire. Possible term extension is contingent upon budgetary conditions and demonstrated competence and professionalism in the first year of employment. Job appointments are at-will employees.

The agency created the fellowship program in 2017 to provide a meaningful environmental career path to interested individuals, as well as offering supplemental support for our well-respected, public-facing programs. Fellowship program alumni have gained marketable job skills and relevant work experience, built strong industry networks, and many have ascended to high-quality professional-level jobs to continue their desired career path trajectory. The agency is extremely proud of the inspiring individuals that have participated in the program.

#### **Position Descriptions**

**Environmental Education Fellows** are expected to work in the following programmatic areas.

1. **Environmental Education Programs at Shoreway:** Support RethinkWaste's environmental education programs at the Shoreway Environmental Education Center in San Carlos and community outreach programs throughout the RethinkWaste service area. Fellows frequently lead recycling and transfer station facility tours, often geared toward elementary school students as well as the general public. Virtual and in-person tours are currently offered.
2. **Technical Assistance to Schools:** Provide on-site waste reduction, recycling and compost programming to schools. Examples of this assistance include site assessments, stakeholder engagement, staff and custodial training, student education and presentations, bin monitoring during lunch periods, development of learning resources, equipment delivery and installation, performance monitoring, and progress reporting. The agency's current work concentrates on public elementary schools. Virtual and in-person services are currently offered.

3. **Public Events and Special Projects:** Assist agency staff with the planning, implementation, and evaluation of public events, such as *Earth Day* in the Spring, *Rethink Recycling Days* in the Fall, and with various special projects, creation of social media content, and outreach initiatives.
4. Support Public Outreach and Compliance and general agency operations as needed. Tasks may include, but are not limited to, participation in waste audits and door hanging outreach, preparation for student art contests related to waste, and responding to public questions via the RethinkWaste general email.

## **Experience and Qualifications**

Any combination of experience, training and education that provides the required skills and abilities would be qualifying. No waste experience is necessary. This work requires a successful background check and possession of a valid driver's license.

A typical way to obtain the necessary level of knowledge, skills, and abilities would be:

### **Education**

Bachelor's degree from an accredited college or university in science or social science, communications, marketing, public policy, government, or environmental studies/science.

### **Experience**

Formal or non-formal experience working with children, particularly with grade-school students. Volunteer or paid experience with topics related to environmental sustainability, climate change, and/or waste. Proven experience in providing excellent customer service, establishing and maintaining effective working relationships and facilitating direct, high-quality service to people from diverse racial, ethnic, and socioeconomic backgrounds.

### **Ability**

Ability to communicate and engage with varied groups of people, such as school-aged children and community members of different ages and abilities. Ability to communicate clearly and effectively both verbally and in writing. Ability to work independently and self-manage multiple tasks in a punctual manner while completing assignments at a high professional level of quality. Aptitude for learning new skills and participating in collaborative team projects. Ability to work in settings with loud sounds, dust, and variable weather conditions. Must be able to lift 50 pounds and stand or walk up to 75% of the time. Occasional weekend hours required. Access to a vehicle is not required, but Fellows are responsible for transportation to various work locations (school sites, Shoreway Environmental Center, etc.).

### **Desired Qualifications**

A self-starter, proactive, highly organized skill set.

Basic knowledge of environmental principles and issues.

Bilingual Spanish or Chinese language skills.

Word processing, spreadsheet, and/or PowerPoint development proficiency.

Interest in learning and applying diversity, equity, and inclusion principles in approach to agency and community work.

## **Compensation/Benefits** (as of January 2024)

- Pay: **\$27.25 per hour**
- Reimbursement for mileage at IRS rates (Current rate as of January 2023: 65.5 cents/mile)
- Paid Agency holidays: 11 days/year
- Paid vacation: 14 days/year
- Paid sick leave: 5 days/year
- Paid retirement benefit with an agency match
- Medical, Dental, and Vision insurance
- Insurance plan options for Life, Accidental Death & Disability, and Long-term Disability

- Up to 3 days of paid leave annually, at Executive Director's discretion

### **In-Person & Remote Work**

Fellow positions are based in San Carlos at the RethinkWaste administrative offices/Shoreway facility. RethinkWaste staff currently operates on a hybrid schedule with staff working in-person and teleworking. Staff plans to continue staggered in-office/remote shifts, but this is subject to change.

### **About RethinkWaste**

RethinkWaste is a joint powers authority of eleven public agencies (Belmont, Burlingame, East Palo Alto, Foster City, Hillsborough, Menlo Park, Redwood City, San Carlos, San Mateo, the County of San Mateo, and the West Bay Sanitary District) in San Mateo County. RethinkWaste serves approximately 428,000 residents and businesses in these communities. RethinkWaste receives all the recyclables, organic materials, and solid waste collected in the RethinkWaste service area, provides waste reduction and recycling education and outreach, and is involved in various cutting-edge environmental policy initiatives. For more information about our Agency, see [RethinkWaste.org](https://www.rethinkwaste.org).

### **Selection Procedure**

Interested candidates must submit a cover letter and resume via mail or email **by 4 p.m. on Monday, December 18 to:**

#### **RethinkWaste**

610 Elm Street, Suite 202

San Carlos, CA 94070

[rethinker@rethinkwaste.org](mailto:rethinker@rethinkwaste.org)

**Finalists will be invited to a virtual panel interview, anticipated to be held early January 2024.**

RethinkWaste is an equal opportunity employer. We deeply value the diversity of our member agencies, which include a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities, and orientations. Agency staff represents the community we serve and encourage candidates from varied backgrounds to apply.

Thank you for considering joining the RethinkWaste team!