



Organization: Sustainable Connections
Title: Toward Zero Waste Program Coordinator
Primary Work Location: 1701 Ellis St, Ste 221, Bellingham, WA
Term: Regular, full time (40 hours/week), hourly, non-exempt
Physical attendance requirement (75% of time on site / in office):
Position wage range: \$21.85 - \$29.50
Reports to: Toward Zero Waste Program Manager
Application deadline: June 16, 2026
Desired start: August 10, 2026

About Us:

Join Sustainable Connections, a nationally-recognized nonprofit working to advance a regenerative local economy in Northwest Washington — one where businesses, communities, and ecosystems thrive together. Each year we collaborate with dozens of partner organizations and more than 500 local businesses to strengthen food systems, catalyze climate solutions, support resilient local enterprises, and expand access to housing among five main program areas.

We strongly encourage applications from people of color, people from working-class backgrounds, women, LGBTQAI+ people, and those who are members of other marginalized communities. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you - even if you do not believe you meet all of the criteria listed here.

Summary:

The Toward Zero Waste Program Coordinator will bring exceptional communication and organizational skills in support of the varied work of the Toward Zero Waste (TZW) program, including business and event waste reduction, compliance support with local and state legislation including Bellingham’s single-use plastic ban, innovative waste reduction pilot programs, and the Food Recovery Program (FRP).

This position will mainly provide waste reduction education and technical assistance to businesses and events; public outreach and education through tabling, social media, and newsletters; and back-up support to the Food Recovery Program. A successful candidate is detail-oriented, works well independently and on a team, is comfortable relaying compliance information to businesses, and is passionate about creating newsletter and social media content. Must be available to work occasional weekends and evenings.

Primary Responsibilities:

Business and Event Waste Reduction

- Provide equitable recruitment of businesses to participate in waste reduction programs and campaigns
- Provide businesses and events with waste reduction technical assistance and education in the form of consultations, waste assessments, customized reports, and follow-up support
- Organize and update outreach materials and toolkits for assisting businesses with compliance support for Bellingham's Single-Use Plastics (SUP) Ban
- Research, purchase, and distribute tailored compostable and durable product starter kits for Bellingham businesses
- Provide technical assistance to event organizers and food vendors in implementing reusable dishware at multiday events, track waste reduction metrics, and create case studies of outcomes for promotional use and future recruitment
- Collaborate with partners and business owners on projects, such as event or campaign promotion, waste assessments, educational outreach, and provide referrals to relevant SC programs
- Support construction and demolition waste reduction efforts, including new content creation, webpage maintenance, material revisions, data support, technical assistance and outreach

Public Outreach and Education

- Plan, create, and collaborate on social media content as well as track results for reports
- Represent the TZW program at community events including tabling, provide presentations, and other public outreach activities
- Provide education to residents about compost and recycling services
- Create and update waste reduction educational materials and sorting signage
- Maintain current information and resources on TZW webpages
- Support program events with planning, coordination, and communication
- Draft newsletters and other written marketing materials, including blogs and press releases

Food Recovery Program

- Support the FRP when needed (cover pick-ups, recruit donor businesses, volunteers, and recipient agencies, data management, van maintenance, and technical assistance)

Required Skills & Qualifications:

- At least 2 years of professional or lived experience in public education and outreach, solid waste and organics diversion, or relevant environmental study

- Experience implementing sustainable business practices
- Passion for the mission of the organization and excitement to support the Toward Zero Waste Program
- Outgoing personality, enjoys initiating conversation & forging new connections in a professional setting
- Excellent written communication skills and the ability to write formally (reports) and informally (social media posts, blogs)
- Equally excited about spending a day talking with business owners and organizing a database
- Ability to work well in a team and independently
- Ability to prioritize multiple tasks and meet deadlines while maintaining attention to detail and quality.
- A valid WA State driver's license

Desired Skills & Qualifications:

- Familiarity with local and state waste landscape and policies
- Experience with the Microsoft Office suite (especially Excel), MailChimp, Canva, and/or Asana
- Experience in creating or editing materials for social media or promotions
- Experience with website content management systems (such as WordPress)
- Fluency in Spanish, Vietnamese, Punjabi, Russian, or Ukrainian
- Familiarity with businesses in Whatcom County

Compensation:

This is a regular, FLSA non-exempt, full-time position with an expected starting wage range of \$21.85 - \$23.76 hourly, depending on qualifications and experience. Note that Sustainable Connections has a No Negotiation policy when hiring. Our compensation approach is designed to be fair, transparent, and consistent for everyone. Each offer is based on the role's scope, required skills, relevant experience, and current market data. Too often compensation outcomes are shaped by factors like a candidate's prior salary, comfort with negotiation, or perceived confidence—dynamics that can unintentionally reinforce inequity, particularly for underrepresented groups. Our goal is to create an equitable hiring experience where people feel supported, informed, and focused on what matters most: whether the role is the right fit. Benefits for first-year, regular, full-time employees (working 40hrs/week) include:

- 41 days of paid time off per year - 26 days of flexible PTO and 15 additional paid holidays
- An individual benefit of \$650 per month in lieu of health insurance benefits

- Eligible for annual performance and cost-of-living wage increases
- A flexible work schedule
- Budget to pursue professional development (ex: conference, coursework)
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- Mileage reimbursement for travel to & from temporary duty stations
- 3 days of paid compassion leave, flexible unpaid time as negotiated, participation in leave allowed by Washington Paid Family & Medical Leave Program, and up to 40 hours of paid jury duty leave
- A supportive & inspiring working environment: well-equipped offices, coworkers fostering a welcoming & inclusive environment, and the opportunity to help lead a nationally recognized organization

To Apply:

Email a cover letter, resume, and the contact information for three professional references, **all in one PDF file**, by email to danielleh@sustainableconnections.org by the application deadline listed above. Applications received through 3rd party websites such as Indeed, will not be considered.

Sustainable Connections is an equal opportunity employer that believes it is the responsibility of our organization and all employees to ensure there is no discrimination against any employee or job applicant for employment based on race, color, religion, national origin, ancestry, age, sex, marital status, military service, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, or any other protected status.

Qualified individuals in need of an accommodation in order to participate in the recruitment, selection and/or employment process are encouraged to reach out to Danielle Halstead, Administrative Manager at 360-647-7093 x104, who will engage in an interactive process to respond to & provide reasonable accommodations.

All new employees must show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at Sustainable Connections.