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**Organization:** Sustainable Connections

**Title:** Toward Zero Waste Program Assistant

**Reports to:** Toward Zero Waste Manager

**Status:** Permanent, Full-time (40 hours/week), Hourly, FLSA Non-Exempt

**Primary Work Location:** Downtown Office – 1701 Ellis St, Ste 221, Bellingham WA

**Physical attendance requirement (& of time on site/in office):** 75% on-site work and time in the community required.

**Application Deadline:** June 3, 2024

**Desired start date:** July 8, 2024

**About us:**

Join [Sustainable Connections](#) (SC), an entrepreneurial non-profit organization that works with dozens of partner organizations and over 2000 local businesses a year to advance a regenerative local economy that builds community, strengthens food systems, catalyzes climate solutions, and expands access to housing in NW Washington.

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 Assistant will bring exceptional communication and organizational skills in support of the varied work of Toward Zero Waste (TZW) programs, including business and event waste reduction, 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. Sustainable Connections is a dynamic nonprofit workplace that may require flexibility in the scope of work as needed. Must be available to work occasional weekends and evenings.

**Business Waste Reduction**

- Assist businesses with waste reduction technical assistance and education in the form of consultations, waste assessments, and customized reports.
- Recruit and support new and existing TZW and FRP business participants with action plans and follow-up support.
- Organize and update the TZW Product Purchasing Guide based on compostable product recommendations.
- Support event consultations, create waste reduction plans, and assist with implementation.
- Assist with waste reduction at TZW events; help create and implement TZW plans at events; manage volunteers at internal events, and provide follow-up reports.
- Organize, plan, and track businesses highlighted in newsletter and social media shout outs.

- Collaborate with organizational partners and business owners on projects, such as event promotion, waste assessments, educational outreach, and provide referrals to relevant SC programs.
- Support in the creation of construction and demolition community recycling strategies, including new content creation, material revisions, and outreach.
- Maintain and record data from outreach and surveys

### **Food Recovery Program**

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

### **Public Outreach and Education**

- Represent the TZW program at events including tabling, provide presentations, and other public outreach activities
- Draft newsletters and other written marketing materials (i.e. blogs or press releases)
- Coordinate and create weekly content for social media platforms
- Track and record social media and newsletter data

### **Required Skills and Qualifications:**

- 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

### **Desired Skills & Qualifications:**

- Ability to excel when working in an open office environment
- Familiarity with local and state waste landscape and policies
- Experience with the Microsoft Office suite (especially Excel), MailChimp, Canva, and/or Asana
- Experience with Salesforce or similar CRM platform

### **Extra consideration given for those with:**

- Fluency in Spanish, Vietnamese, Punjabi, Russian, or Ukrainian
- Experience with sustainable business practices
- Familiarity with businesses in Whatcom County

### **Compensation:**

This is a permanent FLSA Non-exempt, full-time (40hrs/week) position to be compensated between \$19.00 and \$21.50 hourly depending on qualifications and experience. Benefits for first-year, regular, full-time employees (working 40hrs/week) include:

- 26 days per year of paid time off
- An individual benefit of \$450 per month

- A flexible work schedule
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- Great office space, fun and supportive coworkers, a welcoming & inclusive environment, and the opportunity to help lead a nationally recognized organization

**To Apply:**

Email a cover letter, resume, and contact information for three professional references by email to [melissad@sustainableconnections.org](mailto:melissad@sustainableconnections.org) by the application deadline listed above.

*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 Melissa Daniels, Administrative Manager, 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.*