



**Organization:** Sustainable Connections

**Title:** Toward Zero Waste Program Manager

**Primary Work Location:** Bellingham, WA

**Term:** Full time (40 hours), introductory (90 day period before becoming regular employee), FLSA exempt

**Physical attendance requirement (% of time on site / in office):** 50%

**Reports to:** Program Director

**Application deadline:** 11:59PM on December 5<sup>th</sup> 2021

**Desired start:** January 17<sup>th</sup> 2021

**Interview schedule:** 1<sup>st</sup> Round Interviews: 12/13 - 12/14, 2<sup>nd</sup> Round Interviews: 12/15 - 12/16

### Summary

Join [Sustainable Connections](https://sustainableconnections.org), an entrepreneurial non-profit organization that works with dozens of partner organizations and over 2000 local businesses a year to create thriving communities.

The Toward Zero Waste program is a nationally recognized program providing innovative solutions for waste reduction in the business community. As a strong leader with vision, drive, and a passion for the mission of this organization, the TZW Program Manager represents Sustainable Connections as a lead ambassador to member businesses, community and national partners, and funder. The TZW Program Manager will lead Bellingham and Whatcom County in our transition toward a zero waste community, through education, advocacy, outreach and technical assistance. The TZW Manager has responsibility for both higher-level management as well as creative “hands-on” implementation.

In order to create thriving communities, we are committed to continually improving and learning. Our statement of commitment to equity, diversity & inclusion can be found here:

<https://sustainableconnections.org/about-us/>

### COVID Impact on this position at present:

Due to COVID, our downtown office has been & remains mostly closed with staff working remotely, and we have not been hosting in-person events. Before COVID, flexible working schedules & telework have been available to staff & supported by Employee Handbook policy. Supervisors determine work schedule & location with individual staff, dependent on organizational needs.

### Primary Responsibilities:

#### Toward Zero Waste Program Management:

- Engage businesses in Toward Zero Waste (TZW) assessments and business practices
- Provide local events with TZW support, providing on-site guidance and reporting as needed
- Maintain the TZW webpages
- Promote the TZW program and its participants
- Develop new outreach and engagement strategies to support waste reduction in the business sector
- Measure effectiveness of programs through participant surveys, as well as data from partners such as waste haulers and utilities
- Develop educational events, including Waste and Whatnot and grant deliverables

- Work with City of Bellingham (COB) to provide support to businesses in their implementation of the single-use plastics ban
- Work with community partners to evaluate and coordinate waste reduction education
- Collaborate with other Sustainable Connections programs

**Food Recovery Program Management:**

- Work with the Whatcom County Health Department to ensure safe food handling procedures are utilized by staff, volunteers and program participants
- Direct and provide guidance to Food Recovery program staff and interns
- Recruit recipient hunger relief agencies as needed
- Oversee recruitment of businesses and donors to participate in the program
- Support volunteer recruitment and management
- Plan and execute public food waste reduction education events
- Provide food waste reduction resources as needed/requested

**Program Administration:**

- Manage program budget
- Work with the Development and Finance Director to write and submit new grant applications as well as ensure that grant deliverables, reporting and deadlines are met
- Lead on Toward Zero Waste program sponsorship as well as event sponsorship outreach as needed, ensuring that active sponsors receive the agreed upon recognition
- Report monthly program accomplishments to the Board, including tracking and reporting on progress made towards meeting strategic plan goals in quarterly Board reports
- Meet with Program Director for monthly check-ins and additionally as-needed

**Supervisory duties:**

- Supervise and support direct reports through weekly check-ins and work on newsletter, website, event outreach, tracking data, and other tasks as needed
- Review and approve timesheets, expense reports and time off requests
- Conduct mid-year and year-end growth & development process (recognizing accomplishments, shaping goals, reviewing job descriptions)

**Required skills & qualifications:**

- 3 – 5 years of experience relevant to the responsibilities listed above
- Passion for the mission of Sustainable Connections
- Strong business development skills
- Demonstrated experience conceiving and developing new programs and strategic plans
- Significant experience developing partnerships
- Self-motivation, demonstrated initiative and the ability to effectively manage multiple projects at a time
- Excellent written and oral communication skills
- Strong interpersonal skills, with an ability to collaborate with staff, board, local government, strategic partners and industry professionals to reach program goals

**Compensation:**

This is an introductory (90 day waiting period), FLSA Exempt, full-time (40hrs/week) position, with an annual salary of \$50,000 - \$55,000 depending on qualifications and experience. Benefits for first year, regular, full-time employees (working 40hrs/week) include:

- An individual benefit of \$350 per month
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- Available funding to pursue professional development aligned with goals relevant to the work of this position
- 22 days per year of paid time off to start, increasing in your second year with the organization
- A very flexible work schedule
- 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 the contact information for three professional references by email to [maryt@sustainableconnections.org](mailto:maryt@sustainableconnections.org) by the application deadline listed above.

*Sustainable Connections complies with all federal, state, and local laws which prohibit discrimination in employment. Sustainable Connections is committed to recruiting and retaining a diverse workforce.*

*Sustainable Connections is an equal opportunity employer that believes it is the responsibility of the company and all its employees to ensure there is no discrimination against any employee or 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.*