

**JOB OPENING (8/1/19)**  
**Application deadline - August 22, 2019**

<b>JOB TITLE: Education Specialist</b>	
Salary Range 6: \$45,900 - \$68,849	Supervisor: Executive Director
FLSA Status: Exempt	Location: 4750 East 131 Street, Garfield Hts., OH 44105

**Job Summary:** The Education Specialist position is responsible for developing and implementing environmental education programs for youth and adults in Cuyahoga County focused on teaching the principles of waste reduction, recycling and composting.

**DUTIES AND RESPONSIBILITIES**

**Youth / School / Educator Programs**

- Develop and implement solid waste and environmental education programming for children and educators. Implement or participate in special projects, events and collections.
- Conduct engaging and educational environmental presentations for youth in a variety of settings such as classrooms, libraries and camps.
- Prepare and distribute annual Mission Recycle newspaper and other handouts and materials to children, students, educators.
- Develop and maintain relationships with school personnel, teachers and administrators. Maintain contact lists and regularly promote services offered through the education program.
- Help schools implement sustainable waste reduction, recycling and composting programs and integrate, as appropriate, into presentations.
- Promote the Recycling Container grant to schools, review applications and oversee grant awards.

**Adult Programs**

- Conduct engaging and educational waste reduction and recycling presentations for adults in various organizations and settings.
- Conduct media interviews, including television appearances as needed.
- Manage and execute the annual Master Recycler Program and manage MR volunteers.
- Manage and execute the Compost Seminar and Bin Sale Program, order composting supplies for sale, update and distribute composting brochures.
- Coordinate District participation in tabling events at environmental fairs and events in conjunction with other staff and volunteers. Participate in these events as needed.

**Other Duties**

- Answer calls to the recycling hotline and provide information and expertise.
- Prepare and update applicable content for web site.
- Track and report program metrics and prepare reports.

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

Bachelor's degree in education, environmental education or environmental studies from an accredited college or university with minimum of three years of environmental education experience, or any equivalent combination of education and experience. Ohio Certification in elementary or secondary education preferred.

### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of integrated solid waste management and education principles. Ability to comprehend and analyze environmental and educational research and information.
- Demonstrable verbal, interpersonal and written communications skills.
- Ability to work a varied schedule that includes evenings and weekends.
- Proficiency with Microsoft PowerPoint, Word and Excel.
- Must be able to lift 25 pounds and hold a valid driver's license.

### **APPLICATION PROCEDURE**

Interested applicants must electronically submit the following items to Diane Bickett, Executive Director, Cuyahoga County Solid Waste District at this email address - [dbickett@cuyahogacounty.us](mailto:dbickett@cuyahogacounty.us)

- Letter of interest indicating why you are applying for this position and summarizing the professional skills and applicable experience you would bring to this position
- Current resume
- Three professional references
- The deadline to apply is August 22, 2019