



**Recycling Program Outreach Coordinator – Part-Time (21 hours/week) – Morris County Municipal Utilities Authority – Morris County, NJ.**

The Morris County Municipal Utilities Authority (MCMUA) is seeking a qualified individual for the part-time position of Recycling Program Outreach Coordinator. The ideal candidate will serve as a personable, flexible, and well-informed ambassador for the Morris County Municipal Utilities Authority Recycling Department. The candidate must possess a strong communication and customer service skillset while being comfortable speaking to various-sized groups on a range of environmental topics.

This position requires the individual to develop and oversee various environmental programs and initiatives in the County of Morris. It involves creating a wide range of environmental brochures, newsletters, pamphlets, emails, social media postings, and a variety of other outreach materials to the public and comprises the printing and distribution of those materials. Provides phone call assistance and participates in MCMUA-sponsored public events to provide information as it pertains to capturing acceptable recyclables curbside for recycling in partner municipalities, proper management of Household Hazardous Waste (HHW), waste reduction, education on waste flow control, as well as vegetative and food waste composting education, among other related and hot button issues. Assist the curbside recycling division in the field with our recycling inspection efforts and education directly alongside our operations staff. Provides compliance inspections and outreach to multifamily units, governmental locations, construction sites, institutions, and businesses to ensure recycling takes place and is sustained. Assist our county municipalities with recycling tonnage reporting and outreach. Develop and hold a variety of education modules and meetings, specifically but not limited to backyard composting, food waste reduction/recycling, curbside recycling compliance, litter abatement, and other environmental issues. Provide stewardship for and assist in managing the MCMUAs open space program. Display energy, enthusiasm, stamina, commitment to the community, inclusive approaches in working with citizens, and capability of multi-tasking in a fast-paced environment.

This position also requires the following computer skills: Microsoft Word, Excel, PowerPoint, Publisher, Access, and Photoshop. This position reports directly to the Assistant District Recycling Coordinator and works collaboratively with the Recycling department staff and all departments in the MCMUA. The candidate must possess the flexibility to work evenings and weekends as needed. A four-year degree in a relevant subject is required.

The position has a starting salary of \$21 per hour. The potential for full-time employment exists following a successful first year of employment. The County of Morris is an Equal Opportunity Employer. Please submit your cover letter, resume, and references to [fwilson@co.morris.nj.us](mailto:fwilson@co.morris.nj.us).