

# DELAWARE SOLID WASTE AUTHORITY



## JOB OVERVIEW

**TITLE:** PUBLIC EDUCATION & OUTREACH COORDINATOR

**REPORTS TO:** SUPERVISOR OR MANAGER OF PUBLIC EDUCATION AND OUTREACH

**JOB CLASS:** NON-EXEMPT

**LOCATION:** DRC

**PURPOSE:** The purpose of this position is to educate the public, adults and children, on the waste management and recycling practices in the state of Delaware. This position is responsible for creating, implementing, and conducting environmental education programs, and centers on creating partnerships with the general public, community organizations, and schools.

## JOB DUTIES

### ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Assists in the development of information for newsletters, annual reports, articles, and texts for booklets, brochures, and other publications intended for internal and external use.
- Assists with the development of curriculum materials and lesson plans, and assists with the implementation of environmental educational programs.
- Schedules, plans and implements all education programs at the DSWA Environmental Education Building.
- Plan and conduct tours at all DSWA facilities for community groups, school groups, and scout groups.
- Delivers outreach-based education programs to community groups, school groups, and scout groups.
- Conducts surveys at all DSWA collection events held every Wednesday and approximately 20 Saturdays a year for electronic goods, household hazardous waste, and secure document shredding.
- Attends public outreach events throughout the entire state of Delaware; maintains public relations with teachers and community group leaders.
- Compiles yearly mailing for teachers promoting education programs at the DSWA Environmental Education Building.

### ADDITIONAL DUTIES:

- Maintains public relations with partner companies.
- Takes photographs at events and programs for publications.
- Maintains inventory of DSWA promotional items and publications which involves transporting boxes to and from different DSWA facilities and events.
- Performs other duties as assigned.

## QUALIFICATIONS

### EDUCATION, EXPERIENCE, AND SKILLS:

Graduation from an accredited college or university with a bachelor's degree in communications, marketing, advertising, or education and 2 years of experience in the advertising, marketing, education, or communications field.

Must possess a valid driver's license.

Knowledge of current environmental issues. Skill in writing, organization, planning, and creativity.. Knowledge of basic computer skills and programs. Ability to communicate effectively orally and in writing. Skill in public speaking.. Ability to communicate effectively with citizens and children of all ages regarding a variety of technical concerns/questions on the telephone and in person. Ability to compile and maintain database systems used for public education research and correspondence. Knowledge of basic phone skills and etiquette. Ability to research and understand school standards for accurate lesson planning. Ability to manage multiple projects at once.

### Physical Requirements:

This position requires standing, walking, sitting, gripping or feeling with hands, reaching with hands and arms, stooping, kneeling, crouching, or crawling, talking or hearing.

This position requires lifting up to 25 pounds.

No special vision requirements.

This position risks exposure to indoor environment, outdoor environment, noise, extreme temperatures, and dust.

SIGNATURES

*I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

*I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

\_\_\_\_\_  
HUMAN RESOURCES

\_\_\_\_\_  
DATE

*I have read this description and understand the major responsibilities, requirements, and duties of this position.*

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

*Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*