

JOB ANNOUNCEMENT  
**Community Outreach Associate**



**About Zero Waste Washington**

Zero Waste Washington is 501(c)3 non-profit organization that works to protect people and our natural world by advocating for products designed and produced to be healthy, safe, and continually recycled and reused. We are the public's voice for zero waste. We envision a just and sustainable world where society responsibly produces, consumes and recycles. We use three main strategies to achieve our mission: advocating policy changes for products and materials at the local, regional, and state levels; engaging residents in driving system changes; and implementing pilot projects to demonstrate that the desired change is possible.

**Position Overview**

Zero Waste Washington seeks a **Community Outreach Associate** with excellent communication and interpersonal skills. Candidates for this position will require the capacity to work one-on-one with community members and small business owners, implement critical communications plan, help develop and implement community education events and activities, and work with partner organizations and community groups.

Zero Waste Washington is seeking an individual with strong analytical, decision-making, creative, interpersonal, organizational, and communication (written, verbal, visual) skills, and who has a demonstrated commitment to both racial and social equity and environmental stewardship. Qualified applicants must have the ability to be flexible, handle multiple assignments at one time, work well with people, and be available for activities that include occasional nights and weekends. This position is based in Burien, WA. This is an opportunity to work in a dynamic, inter-disciplinary, and innovative environment to build a more sustainable and equitable future for communities in Washington State.

**Responsibilities:**

- Work in a team to conduct outreach and work with community members and small businesses;
- Assess community conditions to inform education and outreach opportunities and develop outreach plans;
- Facilitate relationships and conduct meetings;
- Collaborate with local community leaders and organization partners to plan activities and events;
- Design and implement engaging communication and educational tools (such as displays, factsheets, online materials);
- Assist in research and development of a new program;
- Measure, track, and report progress to determine success of efforts and adjust strategies based on emerging findings;
- Establish and maintain individual and organizational relationships;
- Recruit and supervise the work of interns and volunteers as necessary;
- Conduct other tasks as assigned.

**Qualifications:**

- One or more years of experience working in education or outreach to community members (including projects conducted while in school);
- Experience leading or co-leading a program or project to completion in a fast-paced environment;
- Experience working on a small team or independently as well as working with partners;
- Strong written and verbal communication skills and comfort with public speaking; ability to communicate effectively with diverse audiences;

- Proven record of inclusive engagement; demonstrated competency working with diverse cultures; ability to build trust and create authentic relationships with a diverse range of people; ability to deal respectfully and constructively with people of divergent opinions;
- Demonstrated history of entrepreneurial work ethic;
- Bilingual (Vietnamese or Spanish / English) fluency highly preferred [<sup>\*\*</sup> languages representing WA demographics]; and
- Preference will be given to residents of Burien, but it is not a requirement.

### **Project Location, Salary and Benefits**

This part-time or full-time job (20 to 40-hour per week) position is based in Burien although travel to Seattle is anticipated on a semi-regular basis. Hourly compensation is between \$15 and \$18/hour commensurate with experience. Benefits include medical stipend and sick and paid vacation leave. This is a temporary position through fall 2020, with potential for extension.

### **How to Apply**

Position open immediately; for full consideration, please provide materials as soon as possible. First consideration will be given to applications received by March 6, 2020. Interested candidates should send a cover letter, resume, and at least two references in a single PDF to [jobs@zerowastewashington.org](mailto:jobs@zerowastewashington.org). Please make the subject of your email "(Last Name) – Outreach Associate" and address the cover letter to Hiring Manager. Please label any submitted materials, including the cover letter, resume, and references with your last name. *NO PHONE CALLS PLEASE.*

*Zero Waste Washington is an Equal Opportunity Employer that values diversity in all areas of its operations. We are committed to equal opportunity in employment and promotion for all qualified persons without regard to race, color, age, religion, sex, marital status, sexual orientation, gender identity, national origin, citizenship, military or veteran status, the presence of any sensory, mental or physical disability, pregnancy and childbirth, family responsibilities, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.*