JOB ANNOUNCEMENT
Community Outreach and Policy Coordinator

ABOUT ZERO WASTE WASHINGTON
Zero Waste Washington is 501(c)3 non-profit organization that works to drive policy change for a healthy and waste-free world. We envision a just, equitable, and sustainable future where we all produce, consume, and reuse responsibly. We are the public’s voice for zero waste. 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 and Policy Coordinator with excellent communication and interpersonal skills. Candidates for this position will require the capacity to work one-on-one with community members, help develop and implement community education events and activities, and work with partner organizations and decision makers.

Zero Waste Washington is seeking an individual with strong analytical, decision-making, creative, interpersonal, organizational, and communication (written, verbal, visual) skills. Knowledge of sustainability and/or environmental science and policy is a plus, but not a requirement. Qualified applicants must be able to communicate effectively with diverse groups and have a commitment to both racial and social equity and environmental stewardship. Additionally, qualified applicants must have the ability to be flexible, handle multiple assignments at one time, work well with people, and be available for regular meetings and events in Seattle and other areas of the state, including occasional nights and weekends. This position reports to the Executive Director and is based in downtown Seattle, WA (although mostly remote). 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.

We place a priority on applications from candidates who come from or have experience with diverse populations and underserved communities, including communities of color and low-income communities.

Join a small but mighty team that works hard, cares about each other, and has a passion to build a more sustainable and equitable future for our Washington communities.

RESPONSIBILITIES
• Develop and manage projects and programs, including base-building, leadership development, team development, and problem-solving for new programs;
• Assess community conditions to inform education and outreach opportunities and develop outreach plans;
• Facilitate relationships and conduct meetings, including with youth;
• Collaborate with local community leaders and organization partners to plan activities and events;
• Conduct and oversee the research, design, and development of strategies, including policy;
• Organize and prepare community outreach, presentations, materials, events and workshops and hands-on activities;
• Provide organizational and administrative support for the organization, including fundraising, website, social media, quarterly enewsletters, membership emails and other online systems and databases;
• Design and implement engaging communication and educational tools (such as presentations, displays, factsheets, online materials) in English and other languages (supervising transcreation/translation as needed);
• Measure, track, and report progress to determine success of efforts and adjust strategies based on emerging findings;
• Establish and maintain individual and organizational relationships;
• Assist in media outreach including print, television, and radio news outlets;
• Recruit and supervise the work of interns; and
• Conduit other tasks as assigned.

KNOWLEDGE AND SKILLS REQUIRED
• One or more years of experience working in policy, education or outreach to community members;
• 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;
• Proficient computer skills in office software, including Excel, Word, PowerPoint, and Outlook.
• Enthusiasm, self-motivation, and ability to maintain positive working relationships with team members and agency and community partners.
• Proven record of inclusive engagement; demonstrated competency working with diverse cultures; ability to build trust and create authentic relationships with community members;
• Demonstrated history of entrepreneurial work ethic;
• Ability to prioritize and manage multiple projects concurrently, demonstrate consistent follow through, and meet deadlines;
• Degree in environmental or similar field (preferred, but not required);
• Fluent language skills (one of the most spoken non-English languages in WA: Spanish, Chinese, Vietnamese, Russian, Tagalog, Korean) and strong cultural competency (preferred, but not required);
• WA or other state driver’s license (or be eligible to obtain one upon arrival) and have good driving record; and
• A passion for our mission.

PROJECT LOCATION, SALARY AND BENEFITS
This position can be full time (40-hour per week) or part-time and is based in Seattle, although travel throughout the region is anticipated on a semi-regular basis. This position is mostly remote, with occasional days in the office. Salary is between $46-59K, full-time equivalent, commensurate with experience. Benefits include generous sick/paid vacation leave, 11 paid holidays, and flexible schedule, with opportunities for professional development. Medical and vision coverage are provided for full time (and part time, if working 20 hours or more per week) employees.

HOW TO APPLY
Position is open until filled. We will be reviewing applications on a rolling basis, starting on September 15, 2023. Interested candidates should send a cover letter, resume, contact information for at least two references in PDF format to jobs@zerowastewashington.org. Please make the subject of your email “(Last Name) – Outreach/Policy Coordinator” 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 or expression, 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.