



Eco-Cycle Public Education & Engagement Senior Manager
Boulder, CO
October 2023

Eco-Cycle, one of the oldest and largest nonprofit recyclers in the country and a pioneer in the Zero Waste movement, seeks a Public Education & Engagement Senior Manager at our Boulder headquarters.

Employee Title: Public Education & Engagement Senior Manager

Employee Status: Salaried, Full-time with benefits

Reports To: Deputy Director, works closely with Communications/Development Director

Compensation: \$65–\$75,000 depending upon experience and expertise

JOB DESCRIPTION & EXPECTATIONS

This staffer will work cross-departmentally to provide educational and engagement strategies and implementation for Eco-Cycle's campaigns and programs as well as manage our 1,000-plus volunteer Eco-Leader Network. Specific responsibilities include:

1) Develop and implement community organizing and engagement strategies for Eco-Cycle

- Work with organizational leadership to set goals and strategy within the organization around community engagement across Boulder County, Denver County, and beyond.
- Engage with community partners (local governments, other NGOs, etc.) to determine opportunities for partner programs, contributing to Eco-Cycle's unique role as a community engagement organization.
- Support contracted consulting work done on behalf of other communities embarking on Zero Waste strategies, including: conducting stakeholder facilitation and engagement sessions; consulting with communities on best practices for building engagement in their communities; writing sections of reports, toolkits, proposals, etc. related to community engagement; and writing copy for toolkits to recruit and engage active community participants.
- Work with Eco-Cycle directors to understand opportunities around community engagement and direct the implementation of education and engagement campaigns.

2) Lead and manage Eco-Cycle's volunteer Eco-Leader Network

- Develop and implement the vision for the network with input from leadership.
- Lead recruiting, training, and engagement strategies and provide content for: regularly scheduled webinars; one-on-one volunteer trainings; recruitment strategies, prioritizing underserved communities; training tools, including videos; and writing the monthly Eco-Leader newsletter as well as other engagement materials.
- Work with the Eco-Cycle policy team and other departments to implement strategies to engage Eco-Leaders in: state legislative and policy campaigns, and community campaigns in Boulder County and along the Front Range (e.g., to scale up reuse models, create support for the Circular Compost System vision, and to scale recycling at Multi-Family Complexes).
- Manage the part time Eco-Leader staff team by overseeing administration of the program, including establishing/maintaining database with interaction notes; implementing the program directly and providing project supervision to others on the Eco-Leader team who are helping with recruiting, tabling, initial intake and one-on-one trainings, and other campaign activities.

3) Be a primary educator for the general community (not schools)

- Set strategy and goals around community education, prioritizing underserved communities, and including behavior-change campaigns around all things Zero Waste and guideline education strategies for recycling and composting.
- Write content for multiple platforms (website, newsletters, newspaper columns, social media, tabling handouts) in collaboration with the communications team.
- Provide presentations (both virtual and in person) to a wide variety of audiences.
- Be a resource for Boulder County communities and beyond, including representing Eco-Cycle at community organizing meetings and meetings with partner groups where community engagement and education are central.

Qualifications:

- A very strong lived environmental ethic so this staffer can lead the Eco-Leader Network by example
- Excellent writing skills and a passion for effective written communication, particularly around behavior change and taking action
- A passion for talking to and engaging people, meeting them “where they are”
- Campaign organizing experience
- Strong presentation skills
- Strategic planning skills
- Supervisory and project management experience
- Spanish speaking strongly preferred
- Experience with seeking to understand and incorporate social justice, diversity, equity, and inclusion into work with the public, into the workplace, and into workplans

COMPENSATION & BENEFITS

The position is a full-time position for 40 hours per week, generally from 9:00 to 5:00 pm, although some evenings and weekends are required. Hybrid in-office/remote flexible schedule is possible. Compensation range is \$65,000–\$75,000 per year, depending on experience, plus benefits.

Benefits include:

- **EcoPass** to ride local and regional buses and trains for free.
- **Paid time off**, including six paid holidays, plus one paid Personal Day, off per year; accrued vacation starting at 10 days/year; accrued sick leave; and 2 weeks of full pay for maternity/paternity/adoption leave.
- **Health benefits**, beginning after 60 days, including health, dental, and vision; plus Life insurance, and Short-Term and Long-Term Disability.
- **Retirement benefits**, beginning to accrue after one year, with a 403(b) retirement plan that employer will match up to 3%.

TO APPLY: Please submit a cover letter, resume, and writing sample (ideally NOT an academic paper) to recycle@ecocycle.org with “Education and Engagement” in the subject heading. Applications will be accepted until the position is filled. No phone calls, please.

Eco-Cycle is proud to be an Equal Opportunity Employer and workplace. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool to better serve our mission of bringing Zero Waste to all communities. We celebrate, support, and thrive on diversity and are committed to creating an inclusive environment for all employees and volunteers. Eco-Cycle prohibits discrimination and harassment of any kind. Eco-Cycle employment decisions are based on job requirements and individual qualifications, without regard to race, religion, color, national origin, gender, sexual orientation, gender identity and expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.