



Sustainable Waste Programs Coordinator

Are you committed to sustainability and waste reduction?

Are you looking to work in a fast paced, fun environment?

Jefferson County is looking for you to join our team!

Jefferson County Planning and Zoning Department houses the Solid Waste Program that provides the County's residents with recycling information, education, and clean sweep events for the proper and legal disposal of hazardous waste. The program includes providing collection sites for medication, prescription drugs, and electronic waste for Jefferson County residents, farms, and businesses and is supported by the Deer Track Park Landfill, grant funding and a variety of other sources.

The program is currently hiring a full-time Sustainable Waste Programs Coordinator to provide technical support to various assigned programs within the department including administering and monitoring the Clean Sweep Program and providing administrative assistance for the Department. This position also assists the Planning and Zoning Department with zoning related tasks including assisting landowners with zoning related questions and other administrative duties.

As a knowledgeable Sustainable Waste Programs Coordinator, you will be successful in this role by completing the below key tasks and responsibilities:

- Lead and plan clean sweeps and recycling events by creating and promoting advertising, completing program mailings, registrations, and event plans, coordinating volunteers for the events, and completing program evaluation
- Assist landowners with zoning questions
- Maintain Clean Sweep grant information for reporting and re-application
- Prepare public education and outreach, research, meeting agendas, and minutes for the Solid Waste Committee. Provide staffing for meetings, present reports and research, participate as a committee member, represent the group with local, county, regional, and state agencies and partners
- Attend training by Federal and State agencies on education and handling of materials, including FEMA and DNR
- Provide administrative assistance to the Planning and Zoning Department
- Variety of other tasks necessary provided on the posted job description

Starting wage: \$22.74 per hour. Hours per week; 40 hours/week; Monday through Friday 7:00am - 4:30pm with some nights and weekends needed

Benefits: Eligible for our excellent benefit package with details provided at the below link:

(https://www.jeffersoncountywi.gov/departments/human_resources/pay_and_benefit_information.php)

Qualifications Needed:

- Associate degree in Environmental Science, Land Use Planning or a related field
- One-year experience

Qualifications Preferred:

- Bachelor's degree in related field; or equivalent combination of education and experience.

Application and position details are available at www.jeffersoncountywi.gov or
Jefferson County Human Resources: 311 S. Center Ave. Room 111, Jefferson, WI 53549.

Jefferson County is an Equal Opportunity Employer