



## **JOB OVERVIEW**

**TITLE:** COMMUNITY OUTREACH COORDINATOR I

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

**JOB CLASS:** NON-EXEMPT

**LOCATION:** DRC or DOVER

**PURPOSE:** The purpose of this position is to establish and maintain relationships with community organizations, towns and HOA's to provide educational programs related to solid waste disposal and recycling in Delaware. This position will seek out and attend events statewide in order to represent DSWA and educate the public.

## **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.

- Assist in education programs and tours as needed.
- Reach out to community organizations, HOA's, town and other organizations about environmental education needs.
- Plan and lead community outreach meetings.
- Seek out outreach events statewide for DSWA to attend
- Work outreach events as needed
- Organize promotional and education materials
- Work as a liaison between DSWA and Community

### **ADDITIONAL DUTIES:**

- Assist with Keep Delaware Beautiful as needed
- Assist with Answering Citizen' Response Line as needed
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **EDUCATION, EXPERIENCE, AND SKILLS:**

Graduation from an accredited college or university with an associates or bachelor's degree in environmental science, education, communications or related field or equivalent experience in lieu of education.

Must possess a valid driver's license.

Knowledge of current environmental issues. Knowledge of basic computer skills and programs including Microsoft Suite. Ability to communicate effectively orally and in writing. Ability to communicate effectively with citizens of all ages regarding a variety of technical concerns/questions. Knowledge of basic phone skills and etiquette. Ability to manage multiple projects at once. Ability to work independently or on a team with minimum supervision. Skills in writing, organization, planning, and creativity. Skills in public speaking.

**Physical Requirements:**

This position requires standing, walking, and sitting.

This position requires lifting up to 10 pounds.

No special vision requirements.

This position risks exposure to indoor environment and outdoor environment.

**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.*

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**SUPERVISOR**

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**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.*

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**HUMAN RESOURCES**

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**DATE**

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

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**EMPLOYEE**

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**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.*