

COMMUNITY & EVENTS OUTREACH COORDINATOR

Department:	Communications	Location:	Administrative Office/Remote
Grade/Classification:	9/Non-Exempt	Date:	9.1.2026

SUMMARY/OBJECTIVE:

Provides outreach and education to Chittenden County residents, institutions, businesses, landlords/property management, towns and event planners for the purpose of decreasing waste generation and increasing diversion of material from disposal. Responsible for planning, developing, implementing, evaluating, promoting, and maintaining waste reduction programs.

ESSENTIAL JOB FUNCTIONS:

Develop and maintain effective working relationships with local, state, and regional officials, other solid waste districts, solid waste haulers, businesses, institutions, and organizations.

Develop and present education programs to event organizers, venue owners, landlords, residents, non-profits and business owners, including tours of CSWD facilities.

Inform and educate businesses, institutions, and the general public in order to influence behavior.

Ability to work independently and be self-managing.

Assist other Outreach staff with classes, events, and tours when needed.

EXAMPLES OF WORK PERFORMED:

- Provides information to businesses, institutions, landlords, event planners, event vendors, and residents on solid waste management options in person and via CSWD facility tours, presentations, and workshops, phone, e-mail, mail, social and other media.
- Plans, implements, promotes, and evaluates residential and community waste reduction programs and assists with the planning, implementation, and promotion of other waste reduction programs. Educates residents, landlords, event organizers, municipalities, and community groups on all relevant CSWD Ordinance and solid waste related State law requirements.
- Oversees the Waste Warrior volunteer program, including recruitment, training, scheduling, and supervision to support event waste management.
- Partners with community organizations to execute waste reduction projects.
- Identifies residential facilities and complexes and public venues not currently meeting recycling, organics management or other diversion requirements, and those with programs needing improvement. Assistance may include workshops, presentations, waste assessments, technical assistance, and infrastructure improvements.
- Monitors exterior recycling and food scrap collection infrastructure provided by haulers to ensure that service and labeling meets CSWD requirements.
- Educates event planners, venue owners, and event vendors on all relevant CSWD Ordinance and solid waste related State law requirements. Assists with the preparation and staffing of CSWD booths at special events.
- Fulfills the relevant requirements of CSWD's Solid Waste Implementation Plan.
- Works with Compliance Department staff to assess, initiate, and track enforcement investigation, action, and outcomes involving residents, multi-residential housing facilities, and institutions in violation of the Solid Waste Management Ordinance.
- Collaborates with Business Outreach Coordinator, School Outreach Coordinator, and Compliance to coordinate and deliver District outreach initiatives. Represents CSWD on local and state committees and to other organizations.
- Prepares reports and other documents as necessary; appears before the Board of Commissioners and committees as required.
- Assists with the implementation, tracking, and reporting of grant-funded outreach projects and initiatives.
- Researches and develops waste reduction strategies.
- Maintains data on outreach programs and events, generates reports as needed.
- Answers phones at least four hours per week, more when coverage is needed.
- Writes blog posts to showcase community waste reduction successes.
- Adheres to District safety programs and policies.

Performs all other related work as assigned.

Errors could result in monetary loss to the District, confusion and delay, adverse public relations, a decreased level of services, or legal repercussions.

COMPETENCY:

Someone in this role must be able to:

- Resolves complaints utilizing diplomacy, discretion, persuasiveness, and resourcefulness; working with a wide range of age groups and personalities all while maintaining a positive, 'can-do' attitude.
- High level of oral and written communication skills and aptitude at presenting to a wide range of audiences.
- Planning and organizational skills.
- Experience developing and delivering educational programming, training, or public presentations.
- Proficiency in word processing, spreadsheet, database, and presentation software. Social media experience a plus.
- Maintain confidentiality of records and information.
- Knowledge of solid waste issues and industry. Familiarity with local, regional, and state regulations pertaining to solid and hazardous waste.
- Strong written and verbal communication skills with the ability to convey technical information clearly and accurately.
- Plan, organize, and prioritize multiple assignments and meet deadlines.
- Maintain a valid driver's license and access to vehicle.
- Adhere to District personnel policies, safety procedures, and other facility documents.
- Support the District mission while demonstrating District values.
- Function in a fast-paced environment while maintaining an upbeat and professional attitude.

WORKING CONDITIONS:

- Must be willing to work some evenings and weekends, especially during event season, April-October.
- Good working conditions with occasional exposure to unpleasant elements and working with solid waste.
- Duties require occasional light to moderate physical effort.
- Part of work is in the field at businesses, solid waste facilities, and community events. The remainder of work is undertaken at the Administrative Office.

SUPERVISORY CHARACTERISTICS:

Works under the general management guidance of the Outreach, Compliance & Safety Manager.

RECOMMENDED EDUCATION AND EXPERIENCE:

Bachelor's degree in environmental studies, education, communications, public administration, sustainability, or a related field, and two years of related experience; or an equivalent combination of education, training, and experience.

Disclaimer: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, and requirements.