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Job Opening Education & Outreach Coordinator

Sims Municipal Recycling Sunset Park Material Recovery Facility Sunset Park, Brooklyn

Sims Municipal Recycling (SMR) is a division of Sims Metal Management Limited, the world's leading recycler of scrap metal and electronics. SMR is dedicated to meeting the recycling needs of the municipal sector. SMR has a long term contract with the NYC Department of Sanitation (DSNY) to provide processing and marketing services for 100% of the metal, glass and plastic and approximately 50% of the paper collected in the largest curbside program in North America. SMR also services municipalities in New Jersey and a portion of the Chicago curbside program.

SMR is seeking to fill the role of Education & Outreach Coordinator at its state-of-the-art processing facility in Sunset Park, Brooklyn. The Sunset Park Facility is home to the Recycling Education Center, which receives more than 7,000 visitors a year and hosts many community and industry events. The primary responsibility of the Education & Outreach Coordinator is to run the Recycling Education Center. The Coordinator will schedule and lead daily tours of the Center for NYC school groups, as well as multiple tours per week for adult groups (e.g., community groups wanting to learn more about where NYC's recyclables go or businesses wanting to learn how to make products more recyclable). In addition, the Coordinator may participate in outreach activities on behalf of SMR. This includes participating in meetings and with a variety of organizations involved with waste reduction, sustainable business development, environmental justice, youth development, green job placement, etc.

This position provides an enormous opportunity to learn about how recycling works in NYC, and to actively participate in the education of the NYC public. Among other issues, the Coordinator will be expected to learn about NYC's residential recycling system, NYC's commercial hauling program, the scrap recycling industry, SHEC (Safety, Health, Environment, and Community) issues on site and in the recycling industry in general, transportation logistics, the basic economics of recycling, and the myriad of evolving questions associated with recyclability of consumer products and packaging. While prior experience in recycling is beneficial, the Coordinator will have the opportunity to develop a knowledge base through site visits, facility tours, and participation in meetings, workshops and presentations.

MINIMUM REQUIREMENTS AND SKILLS

- Dependable, self-starting, motivated, team-oriented individual with a steady work history.
- Some experience working in the field of recycling and/or environmental education.
- Hours are typically 9-5, but evenings and weekends may occasionally be required.
- Must speak English fluently; Spanish speaking a plus.
- Basic computer skills required to create education documents, respond to tour and information requests, and perform research.
- Bachelor's degree required.

APPLICATIONS

Interested individuals should submit a resume and letter of interest by 5:00pm on January 13, 2017. Resumes and letters should be sent via email to Eadaoin Quinn at e.quinn@simsmm.com.