

Education and Outreach Facilitator

Rhode Island Resource Recovery Corporation (Resource Recovery) is seeking a qualified individual to schedule programs, conduct facility tours, deliver educational presentations, and complete administrative support tasks. Qualified individuals will possess strong computer skills, public speaking skills, be able to communicate effectively to different age groups, and have an interest in Resource Recovery's operations and programs. This part-time position requires daytime availability, M-F, between the hours of 9:00-2:30, for up to 20 hours per week.

Description of Job

The primary functions of the person assigned as Education and Outreach Facilitator will be to schedule educational programs, provide tours of Resource Recovery's waste management facilities, deliver educational presentations on waste reduction, reuse, composting, and proper disposal, and perform other administrative support tasks, as assigned.

Qualifications

- Proficient with Microsoft Word, Excel, and Outlook for communicating and scheduling; comfort with various internet browsers
- Highly organized and detailed-oriented, with ability to follow multi-step processes consistently.
- Excellent communicator – able to think on your feet and maintain professionalism at all times
- Ability to speak comfortably before small and large groups of people of all ages
- Display comfort with diverse groups of people under a variety of circumstances
- Capable of learning new material and willing to spend time learning about Resource Recovery
- Self-directed and able to work independently
- Fluent in English, with preference for bilingual candidates (English-Spanish).
- Must have a valid driver's license and vehicle for travel
- Must be age 18 or older
- Minimum of an Associate's Degree in environmental science, education, communication, public policy, public relations, or related field

Training/Orientation

- Orientation with the Education and Outreach Manager, including an in-depth facility tour and an introduction to Resource Recovery's corporate structure, administration, relevant staff members, and daily operations
- Independently reviewing material about Resource Recovery
- Shadowing at least three tours and three presentations/events
- Shadowing Education and Outreach Specialist to learn scheduling procedures
- Upon completion of orientation, the Facilitator will conduct a public tour and presentation that will be evaluated by the Education and Outreach Manager
- Support and continuing education opportunities will be available regularly

If you're interested and you meet the minimum qualifications, we'd love to talk to you. Please email your cover letter and resume to humanresources@rirrc.org by **June 28, 2019**.