



HOWARD COUNTY GOVERNMENT

Job Posting

Complete an application online at
www.howardcountyin.gov

Howard County Government is an Equal Opportunity Employer

EDUCATION DIRECTOR – HOWARD COUNTY RECYCLING DISTRICT

POSITION STATUS: Regular full-time, salaried

POSITION: Education Director

FLSA STATUS: Non-exempt

Position Purpose

To deliver the District's messages concerning reuse, recycling, source reduction, composting, household hazardous waste management and general environmental protection. Also responsible for assisting District personnel in accomplishing all other functions of the District.

Essential Position Functions

- Establish and maintain relationships with local government entities, civic organizations, schools and trade groups.
- Secure speaking opportunities for all age groups.
- Contact and speak with local media regarding upcoming events and environmental issues.
- Write and distribute press releases and public service announcements as necessary.
- Maintain website and social media information.
- Develop and maintain partnerships with local, state and national solid waste professionals. Maintain membership in professional organizations to establish networking opportunities and present the District's advocacy position.
- Be a liaison for Buy Recycled programs in local government, schools and businesses.
- Conduct waste assessments and seminars for small businesses dealing with solid waste management issues.
- Answer phone calls when in the office and supply all necessary information regarding solid waste management and local government to residents.
- Teach and develop in-classroom education programs for K-12 students.
- Recommend environmental curricula and resources that would be most valuable to the District.
- Recommend curricula focused on environmental issues for small businesses.
- Write articles/ads for the local media and develop a District newsletter

- Plan and participate in special events
- Come up with new and exciting environmental curriculum for all age groups.

General

- Assist in all areas with District staff: Collection of HHW, electronics, tires, sharps etc.
- Attend meetings and special events as requested by Director.
- Maintain an annual budget specific to education with the Director.
- Write and administer promotions and education grants for the District.
- All other duties as assigned by the Director.

Education

- Bachelor's degree in Education, Communications, Public Administration, Environmental Science, Business or related field, or five (5) years of related experience.

Job Requirements

- Oral and written communication skills.
- Public speaking skills.
- Experience in innovative promotion and public relations.
- Organize special events with a limited budget and resources.
- Proficient with Microsoft Word, Excel and Power Point programs.
- Be outgoing, highly motivated, and self-directed.
- Valid driver's license.
- Minimal physical demands.
- In-District travel is frequent. Out-of-District travel is occasional.
- Work hours are based on a 40-hour work week with some evenings and weekends required.

Personal Work Relationships

Incumbent maintains frequent communications with District co-workers, local government entities, civic organizations, schools, trade groups, news media and public for the purpose of exchanging information and coordinating programs. Incumbent reports directly to Director.

Working Conditions

Work is performed in office and school environments with minimal physical demands and may require irregular and/or extended hours. Duties require frequent travel to classes, events, conferences and meetings.

Send completed application and resume to:

Howard County Recycling District

4102 Cartwright Drive

Kokomo, Indiana 46902

or applications are available at the

Howard County Human Resource Office

220 N. Main St. Rm. 220

Kokomo, Indiana 46901

8 AM-4 PM Monday through Friday