



ISABELLA COUNTY, MICHIGAN

Position	Education/Grant Writing & Reporting Coordinator	FLSA Status	Non-Exempt
Department	Material Recovery Facility	Pay Grade	Non-Union 10

GENERAL SUMMARY

Assists Management in facilitating the growth and funding of recycling and other resource recovery programs by researching, developing, and implementing programs to further the goals and objectives of the department, including grant-funding, education and hands-on tasks required by the department.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Writes grants, conducts research, and compiles data, reports, and implements grants to assist in the growth and funding of the department's programs and education services.
- Assist with various communications tasks as requested by Management including writing press releases, manage website updates, manage and provide content for Social Media platforms.
- Evaluate the potential of emerging media, technologies, and tools to serve the department's education goals.
- Assist in the development of comprehensive event recycling and education, including securing of funding for long term sustainability of these programs and on-site event management to ensure waste diversion from the landfill.
- Do public presentations on tours, for groups, businesses and the public regarding benefits of department programs.
- Participate in industry wide work groups related to education, communications or marketing.
- Attend Material Management Planning Committee meetings and assist with maintaining records, files, documents and mailings. Assist Management with research pertaining to Material Management Planning.
- Respond to inquiries about use of department programs and systems.
- Plan and schedule events such as educational programs, workshops, and tours.
- Assist with school outreach efforts and develop Educational Toolkits.

Position: Education/Grant Writing & Reporting Coordinator

- Support Management in maintaining communication and contracts with townships and municipalities, state and federal agencies, licensed haulers and other contacts in order to improve recycling and materials management. Examples of contracts include curbside recycling contracts and grants.
- Performs other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Bachelor's Degree in sustainability, communication, marketing, or education or a minimum of two-years' experience in Grant writing, communications, marketing, teaching, and/or environmental protection may substitute for up to two years of the education requirement if there is demonstrated knowledge and ability to perform the work.

Licenses or Certifications

- Valid driver's license.

OTHER JOB REQUIREMENTS

- None.

PREFERRED QUALIFICATIONS

- CPR/First Aid.
- AED certification.
- Notary Public.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Ability to learn about governmental structure and local, state, and federal solid waste laws and regulations.
- Modern office equipment, procedures and applicable software packages, experience with social media applications and advertising, website management, word processing, and page layout.
- Principles and practices of employee supervision.
- General accounting principles and practices.
- Proper recordkeeping and bookkeeping.
- Various administrative and departmental procedures and policies.
- Proper invoice and financial report preparation.
- Basic codes, ordinances and related policies and procedures.

Skill in:

- Customer service.
- Ability to maintain confidentiality.
- Establishing and maintaining effective working relationships with media personnel, community leaders, and coworkers.
- Organization and time management.
- Written and verbal communication.
- Problem solving and analysis.
- Preparing detailed notes and/or minutes.
- Ability to work within a budget and manage deadlines.
- Basic mathematics.
- Preparing spreadsheets, graphs and charts.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)			X
Warehouse environment			X
Shop environment			X
Detention center or correctional facility	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are unpleasant or unhappy			X
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold (<i>below 32 degrees</i>)		X	

Position: Education/Grant Writing & Reporting Coordinator

Extreme heat (above 100 degrees)		X	
Moving mechanical parts		X	
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (85+ decibels)	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

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Dates revised	