



Title: Recycling Recruiter

Description

Assist the Indiana Recycling Coalition (IRC) with revamped management and a 100% expansion of the Lend-a-Bin public space recycling program and Greening the 500 Festival events. As available, contractor will also update IRC's online recycling resources and provide additional assistance as needed during major outreach events like the Conference and REVENT, IRC's annual fundraising gala.

Responsibilities Include

- 70% management, marketing, outreach and expansion of the IRC's [Lend-a-Bin program](#) (Jan – Nov)
- 10% management of Greening the 500 Festival (recycling/composting at the One America [Mini Marathon](#) and [Chase Kids' Day](#) in early May)
- 10% event planning & execution of IRC's Annual [Conference](#) (early June) & [fundraising gala](#) (early Nov.)
- 10% management of IRC's online recycling resource - [RecycleSearch](#)

Training

All necessary job training will be provided by IRC Program Coordinator and Dir of Admin. Contractor will be encouraged to ask questions and take initiative while receiving ongoing support from IRC staff.

Benefits

- Gain significant project management experience
- Learn about nonprofit management
- Develop event planning skills with a focus on green events
- Expansion of your professional network
- Increase understanding about environmental issues facing local communities
- Flexible schedule and friendly workplace

Qualifications

- Preferably college graduate, living in Indianapolis or willing to commute to Indy
- Knowledge of basic computer programs such as MS Office suite, Google Suite
- Knowledge and support of and interest in the IRC's waste reduction mission
- Strong verbal, written communication skills
- Strong organizational skills
- Ability to work independently and take initiative
- Ability to lift 35 lbs.

Hours: Ideal candidate will hold this position from late January to early December 2018. Candidate will work 10-15 hrs/wk – preferably on Monday and Fridays during normal office hours of 9am-4:30pm. However, some event-based weekend work is required.

Candidate should be available to work the following dates: 4/22, 5/5, 5/12, **6/11-6/13, 11/4**.

Compensation for this position will be \$15.00/hour.

To Apply: Email cover letter and resume to emily@indianarecycling.org by 1/15/18.