



### *Title: Part Time Recycling Consultant*

**Description:** Assist the Indiana Recycling Coalition (IRC) with our 2018 Large Venue Recycling Campaign. Provide consulting services to design & implement sustainable recycling programs at a minimum of four large venues/facilities in central Indiana. The programs will be focused on beverage container recycling,

### *Responsibilities Include*

- Jan: Consultant hired and oriented about the project requirements and the IRC
- Feb-April: Consulting team identifies and begins outreach to major venues/facilities. Team will cast a wide net, with expectation that not all will respond or be good candidates.
- May – October: At least 4 venues will be identified as participants, and consultant will work with venues to design and implement recycling programs tailored to their facility.
- Oct – Dec: Consultant will work with venue and hauler to track and record materials recovered, monitor and evaluate for potential problems or inefficiencies, and create a final project report for PepsiCo and the IRC.

### *Training*

IRC is looking for someone who possesses a sustainability background and a mid-to-high level understanding of recycling program implementation. Basic project expectations and an orientation on the IRC's history and mission will be clearly communicated before and upon hiring. The candidate will receive ongoing support from the IRC's Program Coordinator, however, the ideal candidate for this position should require minimal training & oversight.

### *Job Benefits*

- Gain significant project management and consulting experience
- Expand your professional network
- Increase understanding about waste reduction issues facing local communities
- Experience helping to make central Indiana more sustainable
- Flexible schedule, friendly workplace, ability to work independently and from home

### *Qualifications*

- Mid to high level understanding of recycling program implementation and best practices
- Consulting and/or some sales experience preferred
- Preferably college graduate, living in Indianapolis area or willing to commute to Indy on a regular basis
- Knowledge of basic computer programs such as MS Office suite, Google Suite
- Support of and/or career interest in the IRC's waste reduction mission
- Highly professional verbal and written communication skills
- Ability to work independently in an organized, and professional manner & trouble shoot when problems arise
- Candidate must have a means of travel

**Hours and Compensation:** Ideal candidate will hold this position from late January to December 2018. Candidate will work approximately 10-15 hours/week, with natural fluctuation as determined by project momentum. Hours will be fulfilled by working from home, in person meetings with potential venues around Central Indiana, and meeting with the IRC Program Coordinator at the IRC office in downtown Indy during the work week as needed. Compensation for this position will be \$20.00/hour.

**To Apply:** Email cover letter and resume to [emily@indianarecycling.org](mailto:emily@indianarecycling.org) by 1/15/18.