



Central California Program Coordinator

Job Description

SUMMARY

The Mattress Recycling Council's Bye Bye Mattress program has recycled over 4 million mattresses and box springs in California since 2016. As the program continues to grow, MRC is expanding its operations team to include an additional Program Coordinator. The ideal candidate will have experience in solid waste/recycling and reside in central California. This is a telework position.

ABOUT THE MRC

The International Sleep Products Association (ISPA) created the [Mattress Recycling Council](#), a non-profit, to design and implement mattress recycling programs branded as Bye Bye Mattress in states with mattress recycling laws. Each state's program is funded by a recycling fee that is collected when a mattress or box spring is sold. Important information about the California program is described in California's Used Mattress Recovery & Recycling Act (SB-254, as amended).

RESPONSIBILITIES

Solid Waste Facilities:

- Maintain and expand MRC's no-cost mattress collection network of at least 40 permanent facilities including but not limited to the central California counties of El Dorado, Amador, Alpine, Calaveras, San Joaquin, Stanislaus, Tuolumne, Mono, Mariposa, Merced, Madera, Fresno, Kings, Tulare, and Inyo.
- Establish professional relationships by visiting eligible solid waste facilities that either are or could be participating in the program. Effectively describe program and contracting options with the goal of expanding the network.
- Validate monthly solid waste facility handling invoices in conjunction with accounts payable
- Maintain collection site compliance through site visits and regular audits or as needed to troubleshoot and maintain successful relationships
- Serve as primary point of contact for special/large volume collection events

Mattress Recycling Facilities:

- Monitor recycler contract compliance through regular visits and audits
- Analyze and validate recycling facility data
- Validate monthly recycler invoices

Illegally Dumped Mattress Collection Initiative:

- Recruit and promote the program with eligible entities in territory
- Assist participants with questions, reporting and documenting illegal mattress dump clean-up activities

Mattress retailers:

- Respond to mattress retailer calls and e-mails
- Work cooperatively with CalRecycle mattress enforcement team to drive retailer compliance.
- Assist in disseminating public education and outreach campaigns in conjunction with MRC's marketing and communications team. Duties may include distributing information materials to mattress retailers and attending community events that promote Bye Bye Mattress

Other:

- Attend regional solid waste and recycling conferences and meetings to promote the MRC
- Actively use and maintain Customer Relationship Management (CRM) data base (Salesforce) Data will include mattress collection sites, recyclers and transporters while respecting the confidential nature of MRC business data and the parties with which MRC does business
- Collect and analyze data and assist in preparation of MRC's California annual report
- Work cooperatively with other California Program staff to create an effective, efficient and state-wide recycling program
- Other tasks as necessary

PREFERRED SKILLS AND QUALIFICATIONS

- Candidates must reside in central California with preference for a location between Sacramento and Bakersfield to minimize travel time and expenses. MRC may consider applicants outside of the territory.
- Experience with municipal solid waste and recycling systems, laws and regulations
- Experience/familiarity working with governmental agencies, non-profit organizations, recyclers and business professionals
- Experience with and/or knowledge of retail operations, transportation logistics and communications
- Experience with and/or intimate knowledge of municipal recycling programs or product stewardship laws, familiarity with mattress products
- Salesforce CRM experience

MANDATORY SKILLS & QUALIFICATIONS

- B.A./B.S. from accredited four-year college/university
- Candidate must have a suitable home office with strong internet connection and cell phone connectivity. A quiet work environment is required for taking phone calls. Employee will work independently and must have excellent time management skills
- Employee must provide vehicle appropriate for professional meetings, have a valid driver's license, and carry current motor vehicle liability insurance including \$100,000 liability insurance.
- Frequent travel is mandatory and required to visit solid waste facilities, recyclers, retailers and other entities involved in the program. Travel time will vary, may exceed 50% of the time, and may include overnight and weekend travel
- Strong communicator with public speaking, training and/or presentation experience
- Fluent with technology and Microsoft office suite

COMPENSATION

This is a full-time salaried telework position; salary commensurate with experience. MRC provides an extensive benefit package.

For consideration, please send a resume and cover letter to
opportunities@mattressrecyclingcouncil.org