



California Program Coordinator Job Description

Job Summary

The [Mattress Recycling Council](#) (MRC) seeks qualified candidates to serve as an in-state staff member to assist in the on-going implementation of the statewide mattress recycling program created by California's mattress recycling law ([AB187](#)). This position will perform varied tasks required to deliver a successful mattress recycling program to all California residents. The program will achieve a variety of performance goals including the development of a comprehensive collection network in territory that provides convenient no-cost mattress recycling for residents and businesses. This is a remote position, however applicants must reside in Northern California with a preference for Sacramento or the San Francisco Bay Area. Ideal applicants will have experience working with California's solid waste and recycling community.

About MRC

MRC was created as a non-profit entity by the International Sleep Products Association (ISPA), the trade association for the mattress industry. Today, MRC recycles more than 1.7 million mattresses each year through our statewide collection networks in California, Connecticut and Rhode Island and is known to consumers as [Bye Bye Mattress](#). MRC is one of the largest mattress recycling organizations in the world and is administered by a team that is varied and diverse in background and expertise. Additional information about the scope of our successful programs can be found in our [annual reports](#).

Responsibilities

Mattress Collection Sites:

- Develop, expand and maintain a no-cost mattress collection network in California
- Establish professional relationships by visiting eligible businesses and solid waste facilities that can benefit from the program
- Collect information to prepare contracts and act as liaison between MRC legal department and vendors
- Validate monthly solid waste facility handling invoices in conjunction with Accounts Payable

- Conduct regular site visits to determine compliance and troubleshoot and maintain successful relationships
- Serve as primary point of contact for special/large volume community collection events

Mattress Recycling Facilities:

- Regularly visit and develop understanding of mechanics of mattress transportation and recycling processes including data and reporting requirements
- Review and validate monthly recycler invoices
- Maintain recycler contract compliance through data verification and on-site audits

Other:

- Maintain Salesforce CRM of mattress collection sites, recyclers and transporters
- Assist in the promotion and maintenance of a statewide program to mitigate illegally dumped mattresses
- Attend regional solid waste and recycling conferences and meetings to promote MRC
- Assist in preparation of MRC's CalRecycle annual report and budget
- Work cooperatively with other MRC staff to create an effective, efficient and state-wide recycling program

Required Skills and 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 all communications
- Exceptional communication skills, both written and oral, including public speaking and presentation experience
- Demonstrated ability to measure program performance for evaluation and improvement
- Demonstrated ability to work independently with excellent time management skills
- Travel is required to visit solid waste facilities, recyclers, retailers and other entities involved in the program. Travel and overnight stays will be up to 30% of the time. Weekend travel may be required to monitor community collection events.
- Employee must provide vehicle appropriate for professional meetings, have a valid driver's license, and carry current motor vehicle liability insurance
- Fluent in Microsoft office suite (SharePoint, Outlook, Word, Excel, Teams and PowerPoint)

Preferred Skills and Qualifications

- Minimum of three years' experience in the waste management, recycling, public works, or sustainability fields
- Experience with and/or knowledge of municipal solid waste and recycling systems, contracts, laws and regulations in California
- 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 knowledge of product stewardship laws, familiarity with mattress products
- Salesforce CRM experience

Compensation

This is a full-time salaried remote position, salary commensurate with experience. MRC provides an extensive benefits package. Organization operates over multiple time zones, therefore some flexibility with work hours may be required.

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