SPECIAL PROJECTS COORDINATOR – CALIFORNIA

Job Summary

The Special Projects Coordinator will perform various tasks required to maintain compliance with various aspects of the Mattress Recycling Council (MRC) program in California. This is a telework position, however the candidate must reside in California.

About MRC

The Mattress Recycling Council (MRC) is a nonprofit organization created by the International Sleep Products Association (ISPA) to operate recycling programs in states that have passed mattress recycling laws: California, Connecticut and Rhode Island. MRC recycles more than 1.5 million mattresses each year. For more information about MRC, go to MattressRecyclingCouncil.org. Additional information including a recycling locator can be found at ByeByeMattress.com, the consumer facing brand for these state programs.

Responsibilities

The laws creating the California program requires MRC to develop targeted messaging and programs to increase mattress collection and access while also mitigating illegal mattress dumping. MRC accomplishes these goals through several programs and reports on each in our Annual Report to CalRecycle. The Special Projects Coordinator will perform various tasks required to maintain regulatory and annual reporting compliance with each of these targeted programs:

**Environmental Justice**

- Develop relationships within the Environmental Justice community to advocate for mattress collection and mitigating illegal dumping
- Develop strategies, in consultation with the California Environmental Protection Agency’s Environmental Justice Task Force and other relevant parties, for collecting used mattresses in communities that face unique challenges associated with proper waste management
- Coordinate with demographic data analyst to aggregate, analyze and prepare illegal dumping and environmental justice data for annual report

**Illegal Dumping**

- Collect data on illegal mattress dumping (Mattress Collection Initiative) in communities throughout California to identify hotspots and create targeted marketing and pilot studies to combat the problem
- Register participants and coordinate all activities related to the Illegally Dumped Mattress Collection Initiative
- Create auditing program for Illegally Dumped Mattress Collection Initiative participants
- Attend and actively participate in the statewide Illegal Dumping Technical Advisory Committee (IDTAC) and regional illegal dumping task force meetings.
Annual Report

• Work cooperatively with other California program staff to create targeted, effective, and efficient programs and policies that drive progress on program goals
• Track and continuously monitor progress of regulatory and program objectives
• Assist with preparation of annual report data
• Assist with annual report writing, coordination, editing and preparation
• Assist with development, implementation and oversight of program convenience commitments, metrics and analysis

Communication

• Attend regional solid waste, recycling and Environmental Justice conferences and meetings to promote MRC
• Prepare and deliver presentations related to special programs

Required Skills and Qualifications

• Bachelor’s Degree in environmental science, environmental studies or environmental policy from accredited four-year college/university
• Strong writer and communicator with public speaking, training and/or presentation experience
• Excellent analytical and problem-solving abilities
• Documentation management and ability to use project management tools
• Attention to details even under pressure
• Candidate must possess strong organizational skills and be able to multi-task
• Employee must have a reliable vehicle appropriate for business meetings and a valid driver’s license
• Some travel by car or plane is required
• Proficient with technology and Microsoft office suite (Outlook, Word, Excel, Teams and PowerPoint)

Preferred Skills and Qualifications

• Experience with municipal solid waste, recycling systems and related laws and regulations
• Experience working with governmental agencies, non-profit organizations, recyclers and business professionals
• Experience with product stewardship laws or familiarity with mattress products
• Fluent in Spanish preferred, but not required
• Sales Force CRM experience

Compensation

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

To Apply

Interested candidates should forward a resume and cover letter to Lori Shearin at lshearin@smarthrinc.com.