



## Northeast Program Coordinator

### Summary

The Mattress Recycling Council (MRC) seeks a qualified candidate to serve as an in-state staff member to assist in the on-going implementation of statewide mattress recycling programs in Connecticut and Rhode Island. This position will perform varied tasks required to grow and maintain MRC's successful mattress recycling programs in these states. This is a telework position that requires the candidate to reside in Connecticut, Rhode Island or Massachusetts.

### About the MRC

Formed by the International Sleep Products Association (ISPA) in 2013, MRC is a non-profit organization that develops and implements mattress recycling programs in states with legislation mandating mattress recycling, including Connecticut, Rhode Island, and California. MRC's objectives are aligned with these laws: to promote and encourage the proper recycling of mattresses at end of life. Since launching its first program in 2015, MRC has recycled over 4.5 million mattresses and box springs.

### Scope of Work

In 2013, Connecticut, Rhode Island and California enacted mattress recycling laws creating the statutory framework to fund the collection, transportation and recycling of discarded mattresses. Connecticut was the first state to implement in May of 2015. California began December 30, 2015 and Rhode Island launched May 1, 2016. The scope of this position is currently limited to work in Connecticut and Rhode Island, however additional states may adopt similar legislation in the future. Important information about these programs is included in the laws:

Connecticut: <https://www.cga.ct.gov/2013/act/pa/pdf/2013PA-00042-R00HB-06437-PA.pdf>

Rhode Island: <http://webserver.rilin.state.ri.us/Statutes/TITLE23/23-90/INDEX.HTM>

MRC has designed the Connecticut and Rhode Island mattress recycling programs to meet the requirements of the law, regulations and program plan. To fund the program, retailers collect a per unit fee from the sale of each mattress, and then remit that fee to MRC. MRC uses collected fees to pay for transportation, recycling, consumer education and program administrative costs.

### Responsibilities

- Manage stakeholder relationships including: state and local agencies, transfer stations, solid waste management companies, transporters, mattress retailers, , recyclers, collectors and non-governmental environmental organizations
- Public speaking and presentations in various forums
- Maintain collection site compliance through site visits and audits on regular schedule to troubleshoot and maintain successful relationships
- Visit all eligible solid waste facilities in assigned territory. Describe program and contracting options with the goal of expanding the no-cost drop off collection network
- Serve as primary point of contact for special/large volume collection events
- Assist in developing and disseminating state-specific public education and outreach campaigns in conjunction with MRC public relations staff. Duties will include distributing information materials to mattress retailers and other stakeholders
- Closely monitor mattress volumes into recycling facilities and outbound volumes of consolidated recyclables to downstream vendors

- Respect the confidentiality of business proprietary data of MRC and the parties with which MRC does business
- Maintain information in Sales Force pertaining to mattress drop off sites and collected mattresses
- Analyze data and prepare monthly and annual reports
- Serve as primary point of contact on MRC website for the assigned territory
- Validate monthly invoices from recyclers, transporter and others
- Work cooperatively with Alexandria, VA Headquarters staff
- Other tasks as necessary

### **Preferred Skills & Qualifications**

- Candidates will be required to work from a home office. The ideal location for this position is in Connecticut or Rhode Island
- Experience with and/or knowledge of municipal solid waste and recycling systems, laws and regulations
- Experience with the contracting process and commercial insurance
- 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

### **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 ability to carry current motor vehicle liability insurance with \$250,000 liability coverage
- Travel is required, will vary, may exceed 50% of the time, and may include overnight and weekend travel. Extensive travel throughout the region will be required to visit solid waste facilities, recyclers, transporters, retailers and other entities involved in the program.
- Strong public speaking, training, and presentation experience.
- Fluent with computers 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*