

Countywide Solid Waste Services

Serving the Jurisdictions of Santa Clara County
17575 Peak Ave | Morgan Hill, CA 95037



Santa Clara County Recycling and Waste Reduction Commission Fellowship

Countywide Solid Waste Services/City of Morgan Hill

Compensation: \$30.00 - \$35.00 hourly/part-time

JOB SUMMARY: Under general direction of the Environmental Services Manager, the Fellow shall assist in supporting the overall goals and mission of the Recycling and Waste Reduction Commission (RWRC) of Santa Clara County, the Technical Advisory Committee (TAC) to the RWRC, the Implementation Committee (IC), and the subcommittees of the TAC. The Fellow shall be responsible for supporting the Environmental Services Manager in administration of meetings subject to the Brown Act and for overseeing a diverse set of projects and tasks to further the objectives of the Commission.

IDEAL CANDIDATE:

- Interest, knowledge, and/or experience in solid waste issues, including waste disposal, recycling, composting, source reduction, household hazardous waste management, food waste recovery, or public engagement.
- Strong writing, organization, and verbal communication skills.
- Punctual to meetings.
- Detail oriented.
- Skilled at prioritizing work tasks to meet deadlines.

WORK SCHEDULE:

The Fellow shall attend meetings that occur at various times throughout the work week. Based on performance, the Fellow may be considered for telecommute privileges upon approval by management. Hours worked per month will total approximately 80 hours. Weekly schedule will vary, dependent on program needs and applicant's availability.

APPLICATION AND SELECTION PROCESS:

To be considered for this opportunity, please apply by submitting the following to Kathryn Pisano at kathryn.pisano@morganhill.ca.gov. An incomplete application will **not** be considered. This position is open until filled.

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- Cover Letter
- Resume
- Written response to the following supplemental question

Supplemental Question: Please describe the importance of Extended Producer Responsibility in the recycling and waste reduction industry and describe how this concept can positively benefit the environment and residents in Santa Clara County. Please limit your response to no more than one page.

DESIRED EDUCATION AND EXPERIENCE:

Graduate students pursuing a degree in environmental studies or closely related fields are encouraged to apply. If applicant is an undergraduate student, the student must be a junior, senior, or graduate from an accredited university.

AND/OR

One previous internship or work experience in the categories of city clerking, solid waste, communications, and/or a closely related field is desired.

EXAMPLE OF DUTIES:

Essential Duties and Responsibilities

The following duties are performed personally, under guidance and with training, as needed, from the Environmental Services Manager. Additional duties may be assigned.

1. Serve as the website administrator of the Santa Clara County Recycling and Waste Reduction Commission reducewaste.org homepage.
2. Attend numerous committee meetings to support the committees in achieving the desired work products in support of countywide solid waste management.
3. Record TAC, IC, and subcommittee meeting minutes in compliance with the Brown Act and ensure action items are followed up on after each meeting.
4. Assist the Manager in developing and implementing countywide solid waste programs.
5. Keep abreast of laws and standards in solid waste management, Brown Act, and other related service areas.
6. Make presentations to the TAC and Subcommittees as needed.
7. Develop outreach publications, that include but may not be limited to the dissemination of a weekly newsletter.
8. Conduct research and effectively synthesize findings to a variety of demographics.

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INTEREST IN:

1. Assessing and implementing environmental services program needs and objectives.
2. Philosophies, techniques, trends, and principles of solid waste management.
2. Legislative and regulatory issues relating to solid waste management.
3. Principles of organization, administration, and project oversight.
4. Principles of customer satisfaction related to the delivery of environmental programs.

SKILL IN:

1. Effectively using automated systems, including personal computers and office software packages (E.g., Excel, Adobe, Outlook, OneDrive).
2. Organizing and preparing clear and concise reports.
3. Providing outstanding customer satisfaction (internally and externally).
4. Effective communication.

ABILITY TO:

1. Analyze problems quickly and draw logical conclusions, plan, and implement an effective course of action with support from the Manager.
3. Develop and maintain effective working relationships with those contacted in the course of work.
4. Exercise responsibility to work with limited direction; and complete assigned work within deadlines.
5. Demonstrate strong competency for attention to detail in assigned work duties.

ADDITIONAL REQUIREMENTS: Applicants must possess a valid California Driver's License to be considered for this position.