JACKSON COUNTY
Human Resources Department
401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779
Phone 828.631.2212 ▪ Fax 828.631.2266

Employment Opportunity

Please post in a location accessible to all employees

Position: **Solid Waste Reduction Education Coordinator**
Permanent, Full-Time, Non-Exempt

Department: Solid Waste

Description of Duties & Responsibilities: Performs administrative and educational work in the Solid Waste Department to reduce litter in Jackson County and educate citizens and students on environmental issues. Work involves developing and implementing recycling programs including preparing reports, locating and writing grants to support recycling programs, as well as implementing and maintaining a comprehensive issued-based accountable educational program, creating effective teaching groups for recycling and litter prevention, and maintaining a working relationship with government entities; promoting outreach programs and education within the community on recycling and litter issues; managing and coordinating special recycling/litter control projects; acting as a liaison for interaction with county agencies, businesses, schools, community events, etc. and handling responsibility for educational publications and coordination and participation in the removal of refuse from identified areas. During an emergency, serve as Public Information Officer as needed for the Emergency Management Department.

Education & Experience Requirements: Bachelor's degree in science, education or related field and one year related experience in education, business education or related field; or an Associate's degree in science, education or related field and three years' experience in experience in education, business education or related field, or combination of education and experience. Candidate must have valid North Carolina driver license.

Starting Salary: $32,341.25 (Grade 20)
Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at https://www.jacksonnc.org/employment-opportunities

Application Requirements: Submit a completed Application for Employment (PD107) to:

Jackson County
Human Resources Department
401 Grindstaff Cove Road, Suite A-218
Sylva, NC 28779

NC Works Career Center
26 Ridgeway Street, Suite 2
Sylva, NC 28779

The Application for Employment – State of North Carolina form PD107 - is available online at: https://www.jacksonnc.org/employment-opportunities or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.

Closing Date: **Friday, April 5, 2019**

Jackson County is an Equal Opportunity Employer
Pre-employment drug screen and criminal background checks are required
Jackson County participates in the federal E-Verify program