

Seven Generations Ahead Job Posting

Position: Zero Waste Schools Program Manager

Full-time / Remote and In-Person



Job Description

Join the mission-driven team at nonprofit Seven Generations Ahead and be an integral part of our work to build ecologically sustainable and healthy communities. Seven Generations Ahead (SGA) is seeking a Zero Waste Schools Program Manager to lead the Zero Waste Schools program and team providing direction and strategic planning for the program and collaborating with staff to achieve program goals.

Support SGA in strategizing ways to improve participation and quality of recycling, composting, waste hierarchy in schools, as well as support educational outreach and direct implementation in K-12 schools. The **Zero Waste Schools Program Manager** will collaborate across a variety of SGA projects and programs.

Essential responsibilities:

Grow SGA's ZWS program; implement zero waste programs in K-12 schools throughout the Chicago metropolitan region; provide operational and educational guidance for school staff and students for strategies including source reduction, composting, food recovery/redistribution, and recycling; conduct waste audits; make recommendations for right-sizing hauling services; and track waste reduction and waste diversion metrics

- **SCHOOL IMPLEMENTATION AND SUPPORT** - Support schools and districts with Zero Waste plan implementation and the systematizing of food scrap collection across school districts
 - launch programs in new schools and troubleshoot with schools as needs arise
 - develop new zero waste resources for schools
 - respond to general inquiries about zero waste schools
 - present about zero waste schools at webinars and conferences
- **FUNDING** - Seek and obtain funding to support Zero Waste Schools program
 - manage grant-funded projects to ensure deliverables and long-term project success measures are achieved; support grant proposal development and submit reports; track grant expenses and milestones;
 - develop fee for service contracts for work in schools and districts
 - research new funding opportunities
- **PARTNERSHIPS** - Collaborate with local, state, and national partners on policies and initiatives that promote zero waste, including share tables, reusable foodware, composting, and single-use plastics reduction
- **COMMUNICATION** - Produce with staff the Zero Waste Schools monthly e-newsletter; identify and vet content; write stories about program work; manage Zero Waste School webpages; provide content for social media
- Support ZW and SGA activities beyond ZWS including SGA conferences and fundraisers

Qualifications:

- Bachelor's degree or master's degree in relevant fields (sustainability, environmental science, education, etc.)
- Experience implementing zero waste strategies
- Experience working with K-12 school students and staff
- Grant writing experience
- Strong communication and writing skills to knowledgeably and professionally represent SGA and its programs in a variety of audiences and ages
- Knowledge of recycling, composting, upcycling, and waste issues
- Technical skills to support program development, implementation, marketing and metrics
 - Google platform (gmail, documents, sheets, slides, groups)
 - Social media and website content development and posting (Facebook, Instagram, LinkedIn, Twitter)
- Valid driver's license and reliable personal transportation
- Successfully clear a background and felony records check – REQUIRED

Compensation: \$62,000-\$67,000 commensurate with experience; benefits package

Deadline: December 23, 2022. Send resume, cover letter and 2 references addressed to Gary Cuneen, Executive Director to admin@sevengenerationsahead.org