



## **Position Title:** Zero Waste Systems Manager

**Home Resource** is a non-profit community sustainability center. We work with, in, and for the community to reduce waste and build a more vibrant and sustainable local economy. We collect and sell reusable materials, channel materials to those in need, provide meaningful work opportunities, and educate & inspire to promote a sustainable future.

Home ReSource is seeking a dynamic leader to fill a new full-time position within our organization. The desired candidate will have the skills, knowledge, and passion needed to build, resource, and strategically manage our Zero Waste infrastructure and construction and demolition programs, and work with Home ReSource and the community to cultivate a local culture and economy built on the principles of sustainability.

**Job Summary:** The Zero Waste Systems Manager is responsible for leading the organization's efforts to significantly reduce waste and help transform our relationship with materials. They will work with the building industry to help generate the infrastructure, services, stretch codes, tracking, and metrics to generate the needed zero waste infrastructure for the community. They will work within the organization and with community partners to achieve mid- to long-term strategic goals in support of Home ReSource's vision and mission. The employee in this position will manage any interns or service members as deemed appropriate to support the work. The Zero Waste Systems Manager will help identify program expansion opportunities, collaborate closely with partner organizations and Home ReSource staff, and positively represent the organization in public.

**Reports to:** Program Director, Executive Director

### **General Responsibilities**

- Support and embody Home Resource's Mission, Vision, and Organizational Culture
- Support and enforce Home ReSource's policies and procedures
- Help create a safe, positive, equitable, and learning work environment
- Problem-solve day-to-day challenges and maintain a learning stance
- Articulate what Home ReSource does, project a positive image, and help generate community support for all aspects of the organization
- Have and use effective public relations & interpersonal skills
- Work cooperatively & communicate effectively with other staff, community partners and the public.
- Maintain confidentiality with personnel issues and donor and customer information as needed

### **Position Responsibilities**

- Initiate and lead the Missoula Zero Waste infrastructure task force, including building and maintaining partnerships, developing agendas and process, facilitating meetings, providing minutes & task follow-up, and research as needed.
- Develop construction and demolition waste reduction strategies with community partners, including developers, architects, builders, realtors, other non-profits and local government.
- Make public presentations related to the Zero Waste infrastructure programs and help with ZW education outreach activities as needed, attend events relevant to the organization and Zero Waste.
- Help prepare for and deliver Home ReSource events and other significant organizational priorities.
- Actively participate in building relationships with local businesses and support fundraising for Zero Waste programs.
- Coordinate with other HR staff to support their work, minimize overlap, and maximize impact of programs.
- Engage in program planning and budgeting, and approve expenses within those budgets



## Skills Required

- Interpersonal skills, ability to positively and respectfully communicate with all people where they are at
- Problem-solving, team-building, and conflict resolution skills
- Ability to manage interns, volunteers and other program supporters
- Highly organized, ability to adhere to multiple project deadlines
- Proven success in building relationships, facilitating and managing diverse groups of community stakeholders

## Essential Functions

- Excellent verbal and written communication, including ability to speak on behalf of the organization
- Ability to manage people and programs in a fast-paced environment
- Ability to work 40hrs/week, set priorities and achieve goals
- Be adaptable to rapidly changing circumstances
- Knowledge of metrics, data entry and tracking

**Pay/Hours:** 40hrs/week. Salary range: \$36,000 - \$40,000 depending on experience.

**Benefits:** Generous paid vacation and holidays, paid family medical leave time, dental & vision insurance, additional wellness benefits, simple IRA Match or HSA Contribution, sustainable commuter benefit, up to 12 paid community volunteer hours per year, staff appreciation activities and meals, chance to work with great people in values-based, triple bottom-line business that works to reduce waste and build community, consideration for advancement into new positions in our growing green business, and more.

## Minimum Qualifications

- Computer proficiency using Windows based software (Word, Excel, Email, and Internet)
- Non-profit administration and management experience
- MT driver's license

## Preferred Qualifications

- 3-5 years of management-level and/or program development experience
- Demonstrated experience managing/facilitating groups of people
- Familiarity with construction and demolition industries, sustainable practices, including triple-bottom line businesses and zero waste.
- Demonstrated commitment to community engagement, social justice, and zero waste
- Ability to work with a variety of individuals effectively and respectfully, including program participants of diverse ages, backgrounds, and abilities
- Demonstrated attention to detail and the ability to efficiently juggle the many priorities of a multi-faceted job

## Skill Development and Performance Reviews

Home ReSource employees participate in all in-house trainings, and management-level staff attend at least one outside professional development opportunity each year.

All Home ReSource employees undergo an annual performance review that includes feedback from supervisors, supervisees, and peers.



# Home ReSource

Retail. Job Training. Education. Zero Waste.

**How to Apply:** Submit a resume and cover letter to [jobs@homeresource.org](mailto:jobs@homeresource.org) by January 5<sup>th</sup>.  
No phone calls please.

Home ReSource will conduct background checks on all final candidates, and offers of employment are contingent upon those results.

*In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Home ReSource will be based on merit, qualifications, and abilities. Home ReSource does not discriminate in employment opportunities or practices because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.*

*Home ReSource is committed to providing a safe environment that is free of discrimination and harassment. It is against Home Resource's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward any individual because of their race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.*