



Position Title: Zero Waste Education 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 with the skills, knowledge, and passion needed to build upon and strategically manage our Zero Waste Education programs, and to cultivate a local culture built on the principles of sustainability and Zero Waste.

Job Summary: The Zero Waste Education Manager is responsible for positively engaging the community of Missoula and beyond in Home ReSource's work to transform our relationship with materials. They will fulfill the organization's mission to reduce waste through education, awareness, and outreach, to achieve mid- to long-term organizational strategic goals, and support ZeroByFifty education objectives. This position will manage an Energy Corps service member or other ZWAP! Educator position, as well as Zero Waste interns. The ZW Education 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 generate community support for all aspects of the organization
- 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

- Have and use effective public relations & interpersonal skills
- Ensure delivery of excellent, diverse educational and integrated sustainability programs that engage the community in Zero Waste and help build a thriving future for all Missoulians
- Deliver ZWAP! (Zero Waste Ambassadors Program) to as many Missoula-area fifth graders as possible
- Help hire, orient, and provide supervision to Energy Corps, education and other project interns
- Guide and support MCPS Zero Waste plan implementation in alignment with HR program strategies
- Oversee Creative Reuse division of the Western Montana Fair; work with Fair staff to ensure a Zero Waste event
- Organize and oversee Spontaneous Construction (fall educational event) and SponCon First Friday
- Support community partners and community-generated Zero Waste activities, groups, events, businesses and organizations, and provide community activities and programming that align with HR's goals
- Ensure cutting edge HR Zero Waste Stations, and share/deploy traveling Zero Waste stations as needed
- Help identify, assess, design and oversee or deliver organizational outreach, social media, public presentations and marketing activities
- Ensure Zero by Fifty website is maintained and up-to-date
- Participate in programs, staff, & managers team meetings and all-hands-on-deck organizational activities
- Help design, develop and implement educational store signage about HR's programs and Zero Waste



Skills Required

- Build and maintain community partnerships and effectively collaborate on community-wide initiatives
- Interpersonal skills, ability to positively and respectfully communicate with all people where they are at, problem-solve, team-build, collaborate and resolve conflicts
- Ability to manage program volunteers, interns, and energy corps and work effectively with co-workers and community partners to achieve organizational goals and strategies

Essential Functions

- Excellent verbal and written communication, including ability to speak on behalf of the organization
- Ability to work 40hrs/week, ability to manage multiple projects at once, set priorities and achieve goals
- Be adaptable to rapidly changing circumstances

Minimum Qualifications

- Computer proficiency using Windows based software (Word, Excel, Email, and Internet)
- Experience delivering excellent educational and outreach programs
- MT driver's license

Preferred Qualifications

- 3-5 years of management-level and/or program delivery experience
- Demonstrated experience in outreach, marketing and education
- Familiarity with sustainable practices, including triple-bottom line businesses and Zero Waste
- Knowledgeable about and committed to Zero Waste, educational excellence and HR mission and vision
- 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 balance priorities of a multi-faceted job
- Optimistic and team-oriented; able to work cooperatively and effectively with other staff, agencies, and professionals in the community

Pay/Hours: 40 hours/week. Salary range: \$36,000 - 40,000 DOE

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, and more.

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.

How to Apply: Submit a resume and cover letter to jobs@homeresource.org by March 5th. 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.