

**Nebraska Recycling Council Program Director: (Insert focus area)**

This position requires a passionate and highly organized self-starter with exceptional planning, project management, and communications skills. The Program Director is responsible for coordinating all phases of assigned programs that align with the director’s skillset, areas of interest, and needs of the organization. This role requires the design, development, implementation, and review of programs for resource management with an ability to convey complex ideas into clear, concise, and compelling reports, articles, proposals, grants, and presentations. This position will promote and advocate for sustainability, waste reduction, and waste diversion.

<b>Job Responsibilities</b>	
<b>General:</b>	
<i>Administrative:</i>	Participate and contribute to meetings, events, and administrative functions of NRC
<i>Service Delivery:</i>	Coordinate and promote special projects and events through recruiting vendors, speakers, and volunteers
	Develop educational and informational materials such as planning reports, grant reports, guides, fact sheets, and website/social media content
	Perform program services such as waste audits or consultation services within the scope of membership benefits or grant objectives
	Respond to incoming requests for technical assistance via phone calls, emails, and meetings
<i>Other</i>	Perform various duties as assigned that support the organization such as managing social media platforms, advocacy, Online Recycling Guide, assisting with membership services, etc.
<i>Training:</i>	Pursue professional development and learning opportunities by attending conferences, trainings, webinars, and other educational opportunities
<b>Program Management:</b>	
<i>Program Coordination and Development</i>	Research, develop, and implement programs designed to help achieve best practice waste management and diversion, including procedures to monitor progress and evaluate effectiveness
	Prepare grant proposals
	Initiate and coordinate programming and services to fulfill project objectives within the proposed scope and timeline
	Collaborate with a range of stakeholders to promote and facilitate informational meetings to develop an evaluation of recycling and waste management programs with recommendation or action plans
<i>Budgeting</i>	Responsibly manage project finances: requested grant funds, cash match contributions, volunteer, or non-cash contributions, etc.
<i>Reporting</i>	Maintain records and submit grant reports in accordance with protocol outlined by Executive Director
<b>Supervisory Responsibility</b>	
<i>Team Performance</i>	Occasionally manage the Early Career Professional Program, including recruitment, hiring, project assignment, training, and review
	Responsible for project and grant management, setting and achieving strategic objectives, and managing budgets

## ***Knowledge, Skills, Abilities, and Other Characteristics (KSAOCs)***

### **Knowledge, Skills, Abilities**

<i>Communication</i>	Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
	Strong public relations experience with the ability to engage a wide range of stakeholders
<i>Initiative</i>	Action-oriented, adaptable, and innovative approach to planning
	Ability to work alone as a self-starter and collaboratively in a team environment
<i>Leadership</i>	Lead and communicate clearly; being a proactive, respectful problem solver
<i>Time Management</i>	Perform tasks within assigned deadlines and deadlines associated with grant projects
<i>Intercultural Competency</i>	Work effectively and respectfully in collaboration with diverse groups of people
<b>Other Characteristics</b>	
<i>Attitude and Perspective</i>	Unwavering commitment to quality programs and data-driven program evaluation
	Creativity, integrity, reliability, and self-direction