



Schools Outreach Educator - Hourly Intermittent			
Category:	Agency Posting	Position Type:	Intermittent Part-Time (20-29 hours/week up to 800 hours) Non-Exempt
Company/ Organization:	Alameda County Waste Management Authority aka StopWaste	Salary:	\$35.00 hourly rate
Location:	1537 Webster Street, Oakland, CA 94612 and sites throughout Alameda County	Final Filing Date:	November 27, 2023 5:00 p.m.PST or until filled

The Position

Alameda County Waste Management Authority (aka StopWaste) has an opening for a Schools Outreach Educator. This is a rewarding and challenging position within the Agency. Under general supervision of the Schools Project Lead, this position is primarily responsible for coordinating, teaching, and supporting educational and operational activities at Davis Street Transfer Station Educational Center, the Fremont BLT Enterprises Transfer Station Educational Center and student waste and Climate Action Projects throughout Alameda County. This position implements program initiatives in support of StopWaste’s [aims](#) and priorities; provides routine administrative and operational support to assigned program areas; participates in organizing and coordinating public education and outreach efforts; and performs related work as required.

The ideal candidate will possess strong environmental education teaching, outreach, administrative, team building, leadership, and facilitation skills. This position implements regenerative and equity frameworks for educational equity.

About StopWaste

StopWaste is a public agency responsible for reducing the waste stream in Alameda County. This goal is accomplished through projects at home, at work, and at school. StopWaste is governed by three Boards: The Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council. Staff are employees of the Alameda County Waste Management Authority. For more information, please visit www.StopWaste.org and <https://www.stopwaste.org/at-school>.

Example of Duties

School Field Trip Instruction Lead Teacher, Program and Administrative Staff Support

- Conduct all aspects of the Education Center field trip programming and administrative operations for 4th grade, the primary audience, through high school classes, schools-based and community groups. This assignment reports to the Davis Street Transfer Station located in San Leandro, CA, operated by Waste Management Inc. and the Fremont Transfer Station located in Fremont, CA, operated by BLT Enterprises.
- Coordinate in the confirmation of field trips including bus transportation and enforcing of safety protocols.
- Acting as lead teacher in schools programs including assemblies, curriculum development and curriculum evaluation.

Schools Outreach Coordination & Program Support

- Conduct data analysis and report on schools programs to multiple stakeholders.
- Provide technical assistance to stakeholders and project leadership as assigned by Project Lead.
- Coordinate and write social media posts related to schools outreach and events.
- Assist with community outreach strategic plan implementation of the Stop Food Waste and Healthy Soils Carbon Farming campaigns in schools and in the community which includes community and member agency workshop presentations and tabling at county events.

Student Action Project classroom instructional support and Teacher Training

- Facilitate, teach independently, and co-teach classroom presentations at school sites which include conducting classroom and school-wide waste audits, and providing technical assistance for ordinances such as SB 1383 school compliance as aligned to Member Agencies Climate Action Plans.
- Facilitate student action projects independently and with team through hands-on activities and student-led action projects that encourage the adoption of sustainable behaviors at school and at home by exploring a variety of environmental pathways.
- Lead Train-the-Trainer workshops and assist with providing ongoing technical assistance to teachers and school champions.

Administrative

- Assist with teacher registration and confirmation process including teacher recruitment.
- Conduct ordering, inventory and storage protocols as directed.
- Maintain database systems for quarterly and annual reporting.

Minimum Qualifications

Knowledge

- Knowledge of education and/or experience in teaching environmental content to students in formal and non-formal education settings. Knowledge of the integrated waste management hierarchy and the concepts of reduce, reuse, recycle, and compost and/or other sustainability issues.

Ability

- Ability to organize thoughts and effectively communicate both orally and in writing; be self-directed; manage personal time and be punctual; prioritize tasks; exhibit willingness to learn new skills; communicate and participate in a team setting; work in an outdoor setting where there are loud sounds, dust, and various weather conditions.

Skills

- Proven ability to work in a team setting, and lead teams, and to establish and maintain effective working relationships with colleagues, partners, and the public and provide quality customer service. Computer skills including word processing, spreadsheets, database entry, e-mail and Internet research.
- Driver's License and access to reliable car

Desirable Qualifications

Familiarity with communities in Alameda County, familiarity with current waste management and sustainability issues like food waste reduction and climate literacy, working with diverse school districts, and practices like composting, ability to speak or experience working with children who have English as their secondary language. Community Outreach and public speaking skills desired. Experience with storytelling and social media desired.

Education/Training

Any combination of experience and education that would demonstrate possession of the required knowledge and abilities for the position: a typical way to obtain this knowledge would be a bachelor's degree with college course work in education, environmental education, environmental science or related field or experience providing environmental education or working with school age students. Training in classroom management tools and techniques is a plus.

Application Procedure

Applications and correspondence will be accepted through email. Please email the following documents to jobs@stopwaste.org and include the position title "Schools Outreach Educator - Intermittent" in your cover letter and email subject line.

- Cover Letter referencing the position title
- [StopWaste Application](#)
- Resume

Application packets may also be mailed to the StopWaste office:

StopWaste
ATTN: Schools Outreach Educator
1537 Webster St.,
Oakland, CA 94612

Deadline for the receipt of applications is 5:00 p.m. Friday, November 27, 2023.

No postmarks or faxed applications accepted. Late submittals will not be accepted.

First round of interviews are expected to be held, at the earliest, the week of Monday, December 4, 2023. First round interviews will be held in-person at the Davis Street Transfer Station Educational Center located in San Leandro, CA.

Nothing contained in this job announcement is intended to create an employment contract, implied or explicit with the Alameda County Waste Management Authority.

The Alameda County Waste Management Authority is an Equal Opportunity Employer.

As an equal opportunity employer, we are committed to diversity, equity, and inclusion. We are committed to a diverse and inclusive workforce that is reflective of our service area's rich culture and communities. We welcome a diversity of experiences, perspectives, and skills.

We strongly encourage people of all characteristics to apply and prohibit unlawful discrimination and harassment of any type based on age, religion, color, gender identity or expression, race, ancestry, or national origin, religion or creed, marital status, military or veteran status, sexual orientation, genetic information or characteristics, and those with a disability as protected by federal, state and local laws.

We ask all applicants for employment to complete this form to help us comply with the United States Government Equal Opportunity requirements and to help make sure these opportunities reach all interested parties. This information is anonymous and cannot be attached to or influence your application. It will only be available to authorized personnel for research and evaluation purposes. Your cooperation in providing this information is essential to the success of the research and evaluation program.

[United States Government Equal Opportunity Survey](#)