



Schools Sustainability Associate I – Hourly Intermittent

Category:	Agency Posting	Position Type:	Hourly-Intermittent, Non-Exempt 20-29 hours a week up to 1,000 hours per fiscal year. Start Date: 9/13/22 End Date: no later than 6/30/23
Company/ Organization:	Alameda County Waste Management Authority aka StopWaste	Salary:	\$25; No fringe benefits (except for FICA and state mandated sick leave)
Location:	1537 Webster Street, Oakland, CA 94612	Final Filing Date:	8/5/2022 at 5:00pm PST

The Position

School Sustainability Associates (SSAs) teaches and provides opportunities for elementary, middle, and high school teachers, students, school champions, and student groups throughout Alameda County to directly contribute to the sustainability of their school and community by providing educational field trips at our two Transfer Station Education Centers, in-class or virtual teacher trainings, and instructional support for student action projects. Instructional support may include facilitating student-led environmental waste audits and supporting activities for student action that reduce a school’s waste and align with cities’ climate action plans and school district’s environmental literacy curriculum. In addition, SSAs may work and collaborate on Agency initiatives like school infrastructure, provide technical assistance and training to diverse audiences, and promote campaigns such as the agency’s Stop Food Waste community outreach campaign and carbon farming projects. School Sustainability Associates work in a team environment at schools, at the educational field trip centers, at the Agency facilities, and in various community venues. This position implements program initiatives in support of StopWaste’s aims and regenerative frameworks for educational equity.

The position(s) receive day-to-day direction from a StopWaste Program Manager and Project Coordinators or designees and reports to work at the StopWaste office and the Educational Field Trip Centers in San Leandro and Fremont as assigned. Selected candidate(s) for the position must be able to provide own means of transportation and be willing to travel to and from multiple sites throughout the county on a weekly basis. Employees using their

own automobile must provide proof of insurance. Mileage for traveling to and from work sites is reimbursed at a standard rate.

This position is normally scheduled to work Monday thru Friday and includes some scheduled evening and weekend classes and events.

Visit the StopWaste school programs website at <http://www.stopwaste.org/at-school>

The Organization

StopWaste is a public agency responsible for increasing recycling and reducing waste 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 <http://www.StopWaste.org> and <http://www.stopwaste.org/at-school>.

Examples of Duties

Consistent with the [Associate I or II \(Intern Program\) job description](#), duties include:

Education Center Field Trip Instructional and Program Support

- Conduct and teach in-person Education Center field trips for 4th grade through high school classes at both the Davis Street Transfer Station in San Leandro, CA, operated by Waste Management Inc. and the Fremont Transfer Station in Fremont, CA, operated by BLT Enterprises.
- Conduct and teach virtual field trips with multi-aged 4th through 12th grade student groups, following a developed curriculum and script.
- Assist with field trip administration and Education Center maintenance

4Rs Student Action Project Instructional Support

- Facilitate, teach independently, and co-lead classroom presentations at school sites including classroom and school-wide waste audits, and student-led action projects that encourage the adoption of sustainable behaviors at school and at home.
- Assist with school-wide waste reduction initiatives like the StopWaste Challenge which includes assemblies or classroom presentations in costumed stage performances.
- Assist with 4Rs Student Action Project program administration and lesson preparation
- Facilitate student action projects by providing teachers and classrooms with tools and resources including compiling and distributing action project kits.

Community Outreach

- Represent as a StopWaste ambassador at schools and in the community.
- Support community outreach events like farmer's markets, school events, festivals, lunch-and-learns, and earth day celebrations through tabling and co-leading workshops as needed.

Administrative

- Assist with teacher registration process including teacher recruitment and marketing of the schools' programs.
- Document and report on class and school data through data tracking tools and analysis.
- Provide regular communication with administrators, teachers, and families.

QUALIFICATIONS

Minimum Qualifications

Knowledge

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

Ability

- Ability to organize thoughts and effectively communicate both orally and in writing. Be self-directed and able to prioritize tasks. Manage personal time and be punctual. Exhibit willingness to learn new skills. Communicate and participate in a team setting. Lift 50 pounds. Work in an outdoor industrial setting where there are loud sounds, dust, and various weather conditions.

Skills

- Proven ability to work in a team setting and establish and maintain effective working relationships with colleagues, partners, and the public. Provide quality customer service. Computer skills including word processing, spreadsheets, database management and data entry, e-mail, and internet research.

Desirable Qualifications

Familiarity with communities in Alameda County. Familiarity with current waste management and sustainability issues like food waste reduction, carbon farming, and single use packaging litter. Curriculum development. Ability to speak multiple languages or experience working with children who have English as their secondary language. Community outreach and public speaking skills. Experience with storytelling and social media.

Education and Experience

Any combination of experience and education that would demonstrate possession of the required knowledge and abilities for the position. A typical way to obtain the knowledge and abilities 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.

Licenses, Certifications, and other Requirements:

Possession of, or ability to obtain, an appropriate valid California's driver's license if required to drive.

Background check required prior to offer of employment. TB test and CPR/First Aid training required after hire (at Agency expense).

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 Sustainability Associate**” in your cover letter and email subject line.

1. Cover Letter referencing the position title
2. [StopWaste Application](#)
3. Resume

Application packets may also be mailed to the StopWaste office:

StopWaste
ATTN: Schools Sustainability Associate - Schools
1537 Webster St.
Oakland, CA 94612

**Deadline for receipt of applications is 5:00pm PST Friday, August 5, 2022.
Application postmarked or received after the deadline will not be accepted.**

Interviews are expected to be held, at the earliest, the week of August 8, 2022. Interviews will be available via Zoom however in-person interviews are preferred at our Davis Street Transfer Station Education Center located in San Leandro, CA. Position to start on or after Tuesday, September 13, 2022.

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

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

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](#)