



# Job Description

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<b>Position:</b>	<b>Communications Specialist</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Communication Department</b>	<b>FTE:</b>	<b>Full-Time</b>
<b>Reports to:</b>	<b>Communications Manager</b>	<b>Revised:</b>	<b>June 2024</b>

## DEFINITION:

Under direction of the Communications Manager, assist with the delivery of ReGen Monterey’s external and internal education programs and community outreach activities promoting waste reduction, reuse, recycling, and composting; responsible for preparation and delivery of a variety of public education and information materials and media.

## ESSENTIAL FUNCTIONS:

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.*

- In collaboration with the local haulers, work with school districts and school sites to implement required recycling and composting programs, including outreach to students, administrative staff, teachers, and school boards.
- Provide school and public presentations on topics including waste reduction, recycling, composting and reuse. Lead school assemblies.
- Arrange for and lead ReGen Monterey’s tours for groups, organizations, and schools.
- Prepare for and staff community events to provide information and outreach; working in cooperation with local haulers at community events; support zero waste implementation at community events.
- Support the creation and delivery of internal communications campaigns in conjunction with other departments.
- Provide Spanish language translation and interpretation of content for external and internal communications initiatives.
- Ability to support and expand upon ReGen Monterey’s use of electronic media, including website, social media, and internal communication tools.
- Perform a variety of clerical and administrative tasks, data analysis and report preparation utilizing MS Office software and industry programs with minimal instruction and supervision.
- Possession of a current California Driver's License issued by the State Department of Motor Vehicles, including on-going insurability to drive District vehicles.
- Ability to work some evenings and weekends.
- Ability to read, write and speak fluent English.
- Bilingual English/Spanish language skills required.
- All positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other employees, and adhere to an assigned work schedule and meet attendance standards.
- Other duties as assigned.

## EXAMPLES OF DUTIES

- Support school lunchroom composting and recycling programs in compliance with AB 1826, AB 341, SB 1383 and other legislation to include waste assessments, technical assistance and program implementation with coordination among students, administrators, staff and haulers. Produce case studies as programs are complete.
- Conduct onsite tours for groups, organizations, and schools.
- Prepare for and staff community events to provide information and outreach; working in

- cooperation with local haulers at community events; support zero waste implementation at community events.
- Supports special event recycling, including facilitating trash, recycle and compost bin loan program (including signing out bins, receiving, maintaining inventory).
  - Contributes to preparation and production of publications and media including various electronic and print.
  - Provide Spanish language translation and interpretation of content for external and internal communications initiatives.
  - Responds to information and assistance requests from the public.
  - Support use of social media in promoting ReGen Monterey's programs, monitor website content and recommend improvements.
  - Contributes to compilation of information and data for submittal of CalRecycle annual updates and reports in support of member agencies.
  - Support internships and school programs to include the Artist in Residence program in partnership with CSUMB Visual Arts Department and Last Chance Mercantile.
  - Performs a variety of assignments as delegated by the Director of Communications, Communications Manager, Sr. Communications Coordinator, General Manager, and occasionally other managers.
  - Assisting with and hosting workshops on topics including reuse, composting, vermicomposting, sheet mulching, etc.
  - Work with interns and service-learning students to assist in managing successful completion of their projects and activities.
  - Some evening and weekend work required.
  - Ability to operate vehicles as needed, including tour vehicles, and traveling display bus.

## **MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:**

### **Knowledge of:**

- Environmental and policy issues related to waste reduction, recycling and composting including the California Integrated Waste Management Act (AB 939) and CalRecycle programs and mandates including AB 341, AB 1826, and SB 1383.
- Waste management and resource recovery systems.
- Student Education (pedagogy) and/or California State Education Standards.
- Proficient use of social media platforms and web content management programs such as WordPress and Google Analytics.
- Public information methods and practices.
- Advertising and marketing techniques.
- Sound customer service practices and procedures.

### **Ability to:**

- Effectively present ReGen Monterey programs and services to the public, the media, representatives of other agencies, and local schools.
- Be comfortable and effective in making public presentations, leading tours, and working with multiple stakeholders.
- Support the implementation of effective waste reduction and recycling programs.
- Manage and communicate effectively with large groups of students, pre-K to university level.
- Assist with the implementation of public information, public education, and media relations programs.
- Techniques used in effective written and oral presentations including public speaking.
- Proficient use of computer software such as word processing, spreadsheets, graphic design programs, PDF editors, PowerPoint, and Outlook.



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- Proficient use of computers, peripherals, digital cameras and the Internet for research.
- Work independently and apply sound judgment and critical thinking skills to make effective decisions.
- Adhere to an assigned work schedule, adjust working hours as necessary, and meet ReGen Monterey's attendance standards.

## **TRAINING, EDUCATION AND EXPERIENCE:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Two years of varied and responsible experience in community outreach, public information, and environmental education. Associate degree required. Bachelor's degree in related field desired.

## **PHYSICAL AND SENSORY REQUIREMENTS:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

Employees are required to sit for extended periods of time; regularly stand and walk, occasionally stoop, bend to pick up objects, reach with hands and arms, lift and move objects weighing up to 50 pounds without assistance and lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination to operate standard office equipment; talk or hear in person, in meetings and by telephone; specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

Employees are regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve complex policy and operational problems; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines, respectfully interact with people at all levels and all walks of life.

### **Work Environment**

Most work is performed in an office environment. Work may be performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to exposure to dirt, dust, fumes, noise, garbage, foul odors; potential exposure to hazardous materials and chemicals, often works during non-office hours; constant contact with staff and the public.

## **ACKNOWLEDGEMENT**

I verify that I have received a copy of the job description and I understand the requirements of this position.

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**Employee Name (Print)**

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**Date**

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**Employee Signature**