

MANAGER, RECYCLING PROGRAMS
KEEP AMERICA BEAUTIFUL
Washington, DC Office

POSITION DESCRIPTION/DUTIES: The Manager, Recycling Programs, reports to the Senior Vice President, Recycling of Keep America Beautiful. The individual is responsible for providing specialized support for the development and execution of KAB's Recycling Programs, and will serve as the project manager for specific elements of those programs, to include **planning, organizing**, data and collateral management, communications and outreach to stakeholders and program participants, program evaluation, and other administrative management responsibilities. Programs on which the Manager will contribute include America Recycles Day, the KAB Public Space Initiative/Bin Grant Programs, the Annual Recycling Symposium, RecycleMania, RecycleBowl, and new programs that are currently under development.

For individual program elements, the Manager, Recycling Programs will work under the supervision of the individual Project Directors.

QUALIFICATIONS:

- 3-5 years direct Project Management Experience in a non-profit or for-profit setting
- Experience-based knowledge in marketing and communications, preferably for a social marketing project or similar community/individual activity.
- Demonstrated superior organization and interpersonal skills.
- Experience organizing/managing large-scale volunteer efforts.

Preference will be given to direct experience in recycling issues and programs, managing a major community recycling project, or similar community outreach activity.

TRAVEL: The position requires occasional travel, to include overnight travel.

COMPENSATION: Consistent with experience and salary history.

PROMOTION POTENTIAL: This position has promotion potential to Project Director

LOCATION: Position is located in Washington, DC.

Keep America Beautiful, Inc., established in 1953, is the nation's largest volunteer-based community action and education organization. With a network of over 1,200 affiliate and participating organizations, Keep America Beautiful forms public-private partnerships and programs that engage individuals to take greater responsibility for improving their community environments. For additional information, visit www.kab.org.

KAB is an equal employment opportunity employer and, as such, will recruit, employ, train and promote qualified individuals without regard to their race, color, religion, sex, age, national origin, marital status, sexual orientation, physical handicap, disability status as a disabled veteran, or any other consideration made unlawful by federal, state or local laws.

Send cover letter including salary history and requirements and resume to: eskernolis@kab.org no later than August 31