

JOB ANNOUNCEMENT: Full-Time Solid Waste & Recycling Coordinator

Southeast Arkansas Economic Development District in Pine Bluff is seeking a full-time Coordinator to manage the Southeast Arkansas Solid Waste & Recycling program and providing technical assistance to the solid waste board.

Summary of Job Duties:

- Facilitate board meetings
- Manage the area's Waste Tire & Recycling programs
- Administer grant funds for recycling, waste tires and e-waste programs
- Procure bids and contracts for solid waste & recycling project or programs
- Prepare required program reporting and correspondence
- Provide detailed updates on legislation
- Distributes financial and program reporting to board members
- Develop and maintain strong relationships with Elected Officials, state & federal agencies, vendors, etc.
- Attend workshops, conferences and trainings

Minimum Requirements:

- Bachelor's Degree in business, public administration or related field from an accredited university is required and two (2) years of experience in state and federal project administration is preferred
- Exceptional organizational & time management skills
- Superior attention to detail and the ability to multi-task
- Must be self-motivated and committed to continuous improvement
- Excellent research skills
- Knowledge of Microsoft Office suite and proficient computer skills
- Ability to work independently and meet deadlines
- Excellent oral and written communication skills
- Must have an aptitude for analytical thinking and problem solving

Special Work Conditions:

Must have reliable transportation and valid Arkansas driver's license
Ability to travel in state, including overnight stays

No phone calls please

Please send cover letter and resume' to:
Melody Mosler, Executive Assistant
Southeast Arkansas Economic Development District, Inc.
Via email: melody@southeastarkansas.org

Southeast Arkansas Economic Development District, Inc is an Equal Opportunity Employer.