

## **Full job description**

**The Cylinder Collective seeks a qualified candidate to assist with administering its pressurized cylinder stewardship program in Connecticut. This position is remote, located in Connecticut, and requires a significant amount of in-field work to coordinate the activities of pressurized cylinder program throughout the state.**

## **About The Cylinder Collective**

The Cylinder Collective, a collaboration of cylinder producers, focuses on creating and supporting residential recycling programs through industry-led efforts. Our mission is to provide stewardship programs that are operationally efficient, convenient, accessible, and free to residential consumers.

## **Responsibilities**

- Responsible for overseeing Cylinder Collective operations within an assigned state or region. This will require regular communication and periodic in-person visits to participating parks, campgrounds, household hazardous waste (HHW) programs or events hosted by local governmental agencies, and other solid waste facilities, including transfer stations, landfills, and recycling centers.
- Provide excellent customer service by establishing relationships and regularly contacting participating collection sites, local government partners, and other program stakeholders to troubleshoot and ensure satisfaction with the Cylinder Collective program.
- Identify potential collection sites for recruitment. Explain how to become a Cylinder Collective participating collection site and evaluate their suitability for partnering with Cylinder Collective as a participating collection sites.
- Set up new cylinder collection sites by overseeing the onboarding process, which includes contracting, providing training, and coordinating delivery of cylinder collection containers and arranging collection service with contracted service providers when contacted by participating collection sites in need of cylinder pickup.
- Coordinate with contracted service providers and consultants as needed.
- Coordinate with contracted marketing agency for; the development and implementation of marketing plan, development and printing of elements of TCC educational toolkits, delivery of TCC educational tool kit to participating collection site, updates to TCC social media platforms.

- Conduct outreach to potential and current cylinder participating collection sites. Monitor the use and usability of educational materials by participating collection sites at their facilities and on their municipal or business websites.
- Coordinate with TCC website developer to update mapping tool on TCC website with new participating collection sites and schedule for permanent HHW facilities and one day HHW collection events where covered cylinder will be collected.
- Coordinate with contracted HHW vendors and agency host on tracking and verifying their collection of covered cylinders at permanent HHW facilities and one day HHW collection events.
- Conduct site visits to participating collection sites and local retailers to track presence of non-participating cylinder producers and brands in local market place.
- Be a highly visible resource in the state or region for connecting stakeholders, processors and transportation partners.
- Make presentations to small and large groups (e.g., conferences, trade associations).
- Attend and exhibit at local and state stakeholder meetings and conferences.
- Provide local knowledge and insight to improve regional community engagement initiatives.
- Track and maintain a database and/or spreadsheets of collection site information and generate reports as needed.
- Receive, review, input and track invoices for collection barrels/bins, transportation, and processing services by contracted service providers into accounting software platforms like QuickBooks for approval by TCC Executive Director and Board Chair for payment. Upload processed invoices to SharePoint files.
- Receive, review, input and track documentation of collection barrel deliveries and pickup of covered cylinders for each participating collection site, permanent HHW facilities and one day HHW collection events.
- Forward documentation of collection barrel deliveries and pickup of covered cylinders to each participating collection site, and host agency of permanent HHW facilities and one day HHW collection events. Upload processed invoices to SharePoint files.

- Assist Executive Director and any contracted consultant on the development of TCC annual report to state agency that provides oversight of approved program
- Report to the Cylinder Collective Executive Director

### **Preferred Skills and Qualifications**

- Experience with and/or knowledge of hazardous waste programs, services, and handling. Or local government HHW collection programs and recycling services.
- Familiarity with pressurized cylinders and their applications.
- Experience with public speaking, training, and/or making presentations.
- Ability to self-motivate and work independently from home.
- Experience with and/or knowledge of product stewardship programs, laws, and organizations.
- Willingness to travel extensively within the state to recruit collection sites, train stakeholder staff, and distribute outreach materials. Occasional travel in the U.S. for training, conferences, or meetings is required.
- Ability to possibly receive and store bulk orders of educational materials, and other promotional materials for distribution to participating collection sites. Currently being handled by contracted marketing agency on behalf of TCC.
- Ability to store and transport pull up banners, logo table display cloth, and literature for use at conferences and events.
- Proficiency with computers and Microsoft 365 software, especially Excel for tracking metrics of program through date management and analysis.
- Valid state driver's license required.
- Proficiency in Microsoft software: Word, Excel, PowerPoint, SharePoint
- Experience using other software platforms such as Bill.com, QuickBooks, Canva and MailChimp as well as various social media platforms.

### **Location and Travel**

This position is in Connecticut. The employee will work remotely from home. Regular travel throughout Connecticut will be required to visit collection sites and to meet with local stakeholders. Overnight travel time will vary and but may exceed 10% during specific times of the year.

## **Employment, Salary, and Benefits**

This is a full-time, regular position. Salary is dependent on experience. The Cylinder Collective provides generous compensation, benefits [paid vacation days, medical, 401k, and reimbursement for travel expenses].

## **Diversity & Inclusion**

The Cylinder Collective is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, race, religion, sexual orientation, veteran status, and other characteristics that make our employees unique.

**For more information on this position, please visit. <https://cylindercollective.org>**

Please submit a resume and cover letter stating your motivations for applying and your salary requirements.

Job Type: Full-time

Pay: From \$70,000.00 per year

Benefits:

- 401(k)
- Health insurance reimbursement
- Paid time off
- Other Benefits may be offered

License/Certification:

- Driver's License (Required)

Location:

- Connecticut (Required)

Work Location: Remote