

MassDEP and the Town of Sudbury are seeking applications to fill the position of [Municipal Assistance Coordinator](https://sudbury.ma.us/hr/2026/06/29/municipal-assistance-coordinator-metro-west-district/) (MAC) for the Metro West District. See below for the position description and qualifications. More information is available at: <https://sudbury.ma.us/hr/2026/06/29/municipal-assistance-coordinator-metro-west-district/>

Applications will be accepted until at least July 14, 2026. To apply, please send cover letter and resume to hr@sudbury.ma.us.

POSITION TITLE: Municipal Assistance Coordinator, Metro West (MW)

POSITION DESCRIPTION:

The Municipal Assistance Coordinator (Coordinator) for the Metro West District (MW) provides technical assistance to municipalities to support waste reduction, reuse, recycling, composting, household hazardous waste diversion and regional cooperation. The Massachusetts Department of Environmental Protection (MassDEP) funds this position through a Host Grant to the Town of Sudbury.

The Coordinator will be an employee of the Town of Sudbury but will act under the supervision of the MassDEP and will serve 41 municipalities in a district known as Metro West. The district extends from Dracut to Wrentham and Marlborough to Winchester. The Coordinator's point of contact with municipalities will be a combination of recycling coordinators, public works department staff and/or health department staff. This position will collaborate extensively with six other [MassDEP Municipal Assistance Coordinators](#), MassDEP Boston municipal waste reduction staff, and occasionally MassDEP's Northeast Regional Office solid waste staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Coordinator will assist municipalities in reducing their solid waste tonnage by implementing new, and/or increasing the effectiveness of existing, recycling, composting, waste reduction, household hazardous waste and Pay-As-You-Throw programs. The Coordinator will hold regional meetings for municipal officials, provide relevant updates and information to district communities and regional solid waste districts, contribute to the MAC team newsletter, proactively evaluate the effectiveness of municipal waste reduction programs, assist communities with identifying goals to improve recycling programs, coordinate special events as needed, and conduct research on successful waste reduction programs in the district. The Coordinator will also manage more extensive projects with designated municipalities each year, as assigned by MassDEP and through the Technical Assistance program.

The Coordinator will communicate MassDEP grant opportunities and data reporting requirements relating to the Sustainable Materials Recovery Program, and the Annual Solid Waste and Recycling Survey with member municipalities.

WORK ENVIRONMENT:

The position normally requires travel (in-state) to visit municipalities and attend meetings (including some evening meetings). The Town of Sudbury will provide office space, phone, computer, and email for the Coordinator. This is a hybrid position; the Coordinator is required to work in the Host office at least one day per week, with the balance of hours worked remotely.

SUPERVISION:

The Coordinator will work under the supervision of the MassDEP and does not supervise any staff. The Town of Sudbury's Sustainability Coordinator will serve as liaison to the DEP.

WORK EXPERIENCE/QUALIFICATIONS:**Minimum qualifications:**

- Experience managing projects and/or people; demonstrated understanding of effective project management tools.
- Excellent verbal and written communication skills.
- Excellent organizational skills and ability to prioritize and juggle multiple competing projects.
- Ability to promote or "sell" concepts and/or programs to audiences that have varying degrees of receptivity.
- Ability and comfort with minimal direct supervision; self-directed.
- Ability to share information and work as part of a team (with counterparts around the state).
- Basic understanding of municipal government in Massachusetts.
- Exceptional interpersonal skills and ability to communicate and build relationships with diverse audiences (municipal staff, elected officials, recycling committees, regional entities).
- Proficiency with Microsoft Office suite, including Excel, Word, Outlook, and PowerPoint.

Desirable:

- Understanding of municipal curbside and drop-off recycling and composting programs.
- Understanding of solid waste and recycling collection contracts.
- Experience with public speaking, preferably including presentations to municipal Boards of Health, Public Works Departments or Boards of Selectmen.
- Experience coordinating and/or implementing environmental initiatives in the community, in an academic setting, or in the workplace.
- Understanding of the Commonwealth's goals and policy framework on solid waste reduction and management.

- Ability to organize data and manipulate spreadsheets to demonstrate project results.
- Facility with virtual meeting platforms and social media.

SALARY:

The work schedule for this position is 37.5 hours per week. Annual compensation is commensurate with experience, starting at not less than \$81,000. Use of personal vehicle is required. Vehicle mileage, tolls and parking for travel to meetings will be reimbursed. Limited funding for in-state professional conferences is also provided. This position is eligible for full benefits, including health, dental, life and disability insurance, flexible spending accounts, a pension and optional retirement savings accounts.

TO APPLY: Please send cover letter and resume to hr@sudbury.ma.us.

Applications will be accepted through July 14, 2026 and/or until the position is filled. Offer of employment will be contingent on the required CORI check conducted by the Town of Sudbury. Contact Human Resources with questions: hr@sudbury.ma.us or 978-639-3348.