



Community Outreach Facilitator

Lancaster County Solid Waste Management Authority (LCSWMA) manages the municipal solid waste and recyclable materials from Lancaster County, Pennsylvania homes and businesses, as well as refuse for the City of Harrisburg and surrounding Dauphin County communities. Once the waste is delivered by private haulers, LCSWMA employs a multi-step approach to trash disposal and processing, called an Integrated System. This Integrated System not only saves significant landfill capacity, it also creates clean, renewable energy (electricity).

We are currently looking for a qualified Interim Community Outreach Facilitator to support our Community Relations Department with outreach activities, event planning and educational programming to build awareness about LCSWMA and our key initiatives.

This is a short-term assignment beginning November 2017 and lasting approximately 7 months (through May 2018). Working hours will range from 24-30 hours per week, with a flexible schedule. Qualified candidates should also be available to work some evenings and Saturdays, as directed by management.

The Interim Community Outreach Facilitator must be able to represent LCSWMA in a professional and confident manner while fulfilling the following responsibilities:

- Assist with LCSWMA's Facility Tours Program including: guiding, scheduling and promoting tours.
- Coordinate details for special events and meetings including: venue arrangements, ordering and preparing supplies, creating presentation materials, staffing events, organizing volunteers and event set-up/clean-up.
- Assist with planning efforts and facilitation of community education sessions and workshops for youth and adults.

Candidates should have:

- (R) Bachelor's Degree in Education, Communications, Public Relations or related disciplines or a combination of higher education and 3-4 year of professional experience.
- (D) 1-2 years' experience with similar responsibilities.
- Excellent public speaking, verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational and time management skills and detail-oriented.
- Ability to learn quickly and adapt to a fast-paced environment.
- Competency and experience with MS Office (Outlook, Word, Excel, PowerPoint).
- PA Class C Driver's License.