

OUTREACH, ENGAGEMENT AND EDUCATION

- Provide informal and formal education on pollution prevention to small businesses.
- Design, facilitate and/or participate in various community engagement activities.
- Develop culturally relevant presentations and work with staff to include a transcreation approach.
- Build and maintain partner relationships with community based organizations.
- Track communication and contact information into Salesforce database.

SUPERVISION

- Develop short term and long term work plans for support staff.
- Participate in interviewing, hiring and training new employees.
- Work with other Project managers to ensure workload balance.
- Provide or identify available mentorship and training to support the growth of staff.

OTHER

- Be an ECOSS representative and promote ECOSS' mission in all endeavors.
- Work assignments may vary and include occasional evenings and weekends; other duties may be assigned at any time.
- Contribute to a positive, healthy workplace culture.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions

Qualifications

- 2 years Project Management experience with environmental nonprofits, consulting firms, and/or government agencies. Other relevant experience in a related field will be considered.
- Experience working with multicultural teams/communities and individuals for whom English is not their first language.
- Must have a valid Washington State driver's license and access to a car.
- Knowledge of and competent user of MS Office, Outlook, Word and Excel.
- BA/BS degree preferred.

Desired Knowledge, Skills and/or Abilities

- Knowledge of the greater Puget Sound environmental landscape, organizations, and politics.
- Familiarity with public utilities and agencies like Seattle Public Utilities, King County Wastewater, Public Health Seattle King County, Port of Seattle, etc.
- Fluency in a second language other than English.
- An advocate for environmental equity and social justice.
- Cultural competence and the ability to integrate environmental and social justice principles into everyday work.
- Fosters an environment of excellence and professional growth for self and others.
- Ability to review English language documents and work with colleagues to translate and transcreate into one of the desired languages.
- Comfortable delivering training/outreach activities for businesses, communities and/or individuals.
- Outgoing, people-oriented personality
- Functional use of Salesforce and other project management software.

Physical Demands

Moderate physical strength may be required to successfully perform the essential functions of this job. This includes the transport and carrying of materials and/or event supplies.

COVID-19 Considerations:

During the Covid-19 pandemic, ECOSS staff can work 100% remotely. Employees may opt to work from the office according to strict scheduling and safety protocols. Under normal circumstances, we typically offer a mix of in-office, desk work, outreach in communities, traveling to and from meetings, staffing in-door and out-door events, as well as conducting on-site training in a business or industrial environment.

At ECOSS we believe that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of the company.

About ECOSS

ECOSS is a South Seattle-based nonprofit organization with over 26 years experience that delivers environmental results for local people at home, at work and in their communities. ECOSS works with government agencies, municipalities, businesses, neighborhoods, and individuals to drive environmentally sustainable solutions. ECOSS is uniquely positioned with technical and cultural expertise, native language capacity, community trust and accountability, and cross-sector relationships to effectively address critical environmental issues.

ECOSS staff is deeply trusted in the community and understand the root causes of environmental and social issues that communities face. The team is made up of a diverse set of native- and non-native-English speakers, 65% immigrants, and 71% people of color. Our staff currently speaks more than 10 languages. We work as insiders who have established strong trusting relationships within communities, instead of outsiders working to get in. This grassroots approach enhances our ability to make real connections, to meet people where they are, and in their native language. We empower front-line communities who are most impacted by environmental degradation. ECOSS delivers programs that address environmental equity and social justice, solid waste management, pollution prevention, green infrastructure, transportation, clean energy, clean water, clean air, and environmental access for all.

To learn more about our exciting work, go to ecoss.org.

Facebook: <https://www.facebook.com/SustainableSolutionsForAll/>

YouTube: <http://www.youtube.com/user/ECOSSEnvironment1>

Twitter: <http://twitter.com/ecoss>