

Position Open to the Public

EDUCATION & OUTREACH PROGRAM ASSISTANT (HALF TIME)

Public Works/Solid Waste Education
Closing Date: August 28, 2009
Salary: \$1,687.50 - \$2,244.50/mo.
Specification Number: 1350
Union Position
Position #s 032080, 032081

THESE POSITIONS ARE OPEN TO THE PUBLIC AND HAVE AN END DATE OF DECEMBER 31, 2010.

Primary duties, under the supervision of an Education and Outreach Specialist, are to assist with the countywide school cafeteria recycling program: conduct school waste assessments and audits; work with school staff to identify equipment and service needs; train staff, student and parent sort line volunteers; design and supply sort line signs and racks; maintain inventory of program supplies and materials; provide program training presentations to students and staff; monitor and assist the new sort lines; and document diversion and evaluate service levels. Secondary duties are to provide support for various educational and outreach programs: gather and manage program data; assist with set-up and staffing for public outreach events; handle materials deliveries; assist with the implementation of the in-house recycling program; and other duties as assigned.

QUALIFICATIONS: Associates Degree in education, public health, environmental health, environmental sciences, or other closely related field. Experience can be substituted for education on a year for year basis. Two years' experience working in an office environment performing general office support duties. Ability to utilize a personal computer with related software to perform the essential functions of the position. Must have a current Washington State driver's license or have requested and obtained an appropriate accommodation.

SELECTION PROCESS: To be considered for these positions (one application will suffice for both positions), complete and submit an official Thurston County Employment Application form and disclosure form by 5:00 p.m. on the closing date to the Information Desk, Building 1, Thurston County Courthouse, 2000 Lakeridge Dr SW, Olympia WA 98502. Postmarks accepted. Selected candidates will be contacted for an interview.

CONTACT: Terri Thomas, Education and Outreach Specialist, (360) 754-2896.

THESE POSITIONS ARE COVERED BY A BARGAINING UNIT/UNION.
THESE POSITIONS WILL NOT BE CONSIDERED FOR JOB SHARE.