



Program Coordinator, Keep Texas Recycling (Part-Time)

Keep Texas Beautiful (KTB) is a network of dedicated Texans working together to make our state the best place to live, work and play. We equip local partners and affiliates with the tools they need to build vibrant, engaged communities. Founded in 1967, KTB works with nearly 300 affiliate organizations from around the state in the areas of litter prevention, beautification and waste reduction. Through our Keep Texas Recycling (KTR) program, we support recycling in over 50 rural and underserved communities. We help participating communities collect and sell commodities and provide technical assistance and education to establish and sustain their recycling programs.

SUMMARY OF POSITION

KTB seeks a part-time Program Coordinator to assist in the day-to-day operations of the Keep Texas Recycling program. The Program Coordinator reports to the KTR Program Manager and is an integral part of the KTB team. Candidates must reside in Texas and preference will be given to candidates in Austin or the North Greater Houston area. The position requires approximately 20 hours per week, either fully remote or with a hybrid work schedule to include time in the Keep Texas Beautiful's Austin office, based upon the location of the Coordinator's residency. The schedule is flexible between the hours of 8am and 5pm Monday-Friday. Examples of possible schedules are 8am to noon, 10 am to 2 pm, 1 to 5pm Monday-Friday. Other consistent schedules within business hours will be considered. Occasional travel required.

JOB DUTIES

- Maintain program-related financial records; work with the Operations and Finance Manager to process monthly community member payments.
- Work with the KTR Program Manager to coordinate pickup requests and act as the liaison between the member community and vendor (recycling company).
- Maintain the program database with records on each member community and the recycling commodities collected and sold.
- Provide customer support to members.
- Maintain pricing data and distribute monthly pricing updates to members.
- Prepare and distribute annual member awards; help coordinate local award presentations.
- Assist with marketing the program to potential new members.
- Assist Program Manager with coordinating member site visits; conduct site visits as necessary.
- Coordinate KTR program-related social media, communications and marketing with KTB communications team.
- Assist Program Manager with preparing program reports and presentations.
- Share recycling best practices and tools with KTB affiliate network.
- Research funding opportunities and assist with grant applications and progress reports.
- Participate as part of the staff team in organizing the KTB annual conference.

MINIMUM QUALIFICATIONS

- One year of experience.
- Proficiency in Google Workspace.
- Ability to work as part of a team with limited supervision.



- Excellent writing, analytical and organizational skills.
- Strong interpersonal skills with the ability to communicate with a range of stakeholders.
- Background check required for final candidates.

PREFERRED QUALIFICATIONS

- Undergraduate degree in environmental science, environmental education, social work, communications, public affairs, or related field of study, or equivalent experience.
- Experience in project management, marketing, fundraising, and community relations.
- Passion for recycling

SALARY AND BENEFITS: \$23 per hour; paid vacation, holiday, and sick time is available for regular part-time employees who work 20 or more hours per week.

TO APPLY: Please submit a cover letter and resume via email to jobs@ktb.org with "Program Coordinator" in the subject line. Applications accepted until the position is filled.

Keep Texas Beautiful is committed to creating a diverse environment and is proud to be an equal opportunity employer. We believe that the diversity of the communities in our network is a fundamental strength. We promote an environment where all individuals, including our staff and volunteers, feel a sense of belonging to help create and sustain clean and beautiful communities around Texas. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.