Boston Public Schools

**Zero Waste & Sustainability Project Manager (SY22-23) (00065022-SY2223)**

**JOB POSTING**

# Job Details

### *Title* Zero Waste & Sustainability Project Manager (SY22-23)

*Posting ID* **00065022-SY2223**

*Description* DIVISION: Operations

OFFICE: Facilities Management

TEAM: Sustainability and Environmental Resources Team REPORTS TO: Sustainability & Environmental Resources Manager ACADEMIC/NON-ACADEMIC: Non-academic

The Zero Waste & Sustainability Project Manager resides in the Facilities Management Department within the Operations Division of the Boston Public Schools, reporting to the Sustainability and Environmental Resources Manager. The Zero Waste & Sustainability Project Manager is responsible for all components of the BPS Zero Waste Program, and will support the BPS Sustainability and Environmental Resources team in other areas of environmental resource conservation and sustainability programming for Facilities Management to advance the mission of the Boston Public Schools. The Zero Waste & Sustainability Project Manager will serve in a Midlevel role within Facilities Management.

The position will have a particular emphasis on improving materials diversion and reuse and recovery rates, and on zero waste and sustainability education - most critically launching a BPS food waste recovery program in order to ensure district compliance with the Massachusetts Department of Environmental Protection’s Commercial Organic Materials Waste Ban.

The Zero Waste & Sustainability Project Manager will work closely with BPS Custodians and Area Managers, Food and Nutrition Services, and BPS Academic & Professional Learning, and with the City of Boston Environment Department. The Zero Waste & Sustainability Project Manager will spend much of their time visiting BPS schools to collaborate with Principals, Teachers, and Students on school-based zero waste operations. The Zero Waste & Sustainability Project Manager will also be responsible for upholding all components of Superintendent’s Circular FMT-20 BPS Recycling and Zero Waste Guidelines, and for having knowledge and experience with regard to issues of sustainability and environmental resource conservation.

## RESPONSIBILITIES:

### General

Foster a culture of sustainability across BPS through ongoing implementation of projects, initiatives, communications, and education.

Using current technology and communications tools, prepare and maintain a variety of narrative and statistical reports, presentations, records, correspondences, posts, online content, and files related to assigned projects.

Manage any budgets, RFP’s, and contracts affiliated with assigned initiatives and projects. Identify, develop, and institutionalize tracking and reporting tools, including methods for auditing waste and recording and calculating school-based pick-ups.

Write budgets, grant applications, rebate applications, or project proposals to secure funding for assigned initiatives and projects.

Participate in staff, school, and community meetings as required. Serve as the BPS zero waste liaison to other city departments and community groups.

Utilize the BPS Racial Equity Tool, Opportunity Index, and other available planning tools to incorporate equity and environmental justice when planning new projects and outreach programs. Visit BPS schools as required by the functions of the position.

Understand and comply with state and federal laws, regulations, ordinances related to zero waste, environment, health and safety, sustainability, etc.

Maintain and promote an educational environment and workplace where individuals of all backgrounds and experiences are welcomed, encouraged, included, and can flourish.

### Healthy School Environment

Manage waste and recycling equipment requests from all schools. Support adaptation to changing waste materials and waste streams.

Establish and support food waste reduction methods at school sites through prevention, recovery, and composting.

Promote and coordinate school decluttering/green-outs.

Maintain, expand, and advance reuse strategies (for materials such as books, textiles, and durable goods) through diversion and collection methods, procurement, and third party partnerships.

Incorporate green building and zero waste specs into BuildBPS design and construction activities.

### Education, Engagement, and Outreach

Communicate and provide technical assistance to schools and administrative departments to improve or expand zero waste efforts. Serve as the main point of contact to school based Zero Waste Coordinators, GREEN TEAMS, and student-led zero waste teams.

Offer zero waste training for key stakeholders. Collaborate on integrating zero waste-related topics into curriculum and hands-on educational opportunities.

Generate multifaceted communication plans and assets for students, staff, and families of facilities- related waste management programs and changes.

Assist schools in development of waste reduction service projects and events.

Maintain, update, develop, and promote resources and content on the Zero Waste section of bostongreenchools.org.

## QUALIFICATIONS - REQUIRED

### Education and Related Work Experience

Bachelor's degree in Environmental Planning/Policy, Sustainability, Facilities Management with a focus on Waste Management and Resource Conservation, or a related field.

5-7 years of experience employed in a professional setting. Experience working in an educational setting, especially with children. Experience with budget and financial management.

Experience using computers, Microsoft Office suite, Google Drive suite, and electronic communications tools.

Experience with management of small and large projects, including fundraising, managing budgets and timelines, coordinating with stakeholders, and reporting on project results.

Extensive experience initiating and managing relationships with various partners in the private and public sectors.

Current authorization to work in the United States.

An understanding of and commitment to gain greater understanding of what is necessary for an urban school system to enjoy continuous improvement in an increasingly complex and competitive environment.

A deeply held and unyielding belief in the overarching mission of public education.

### Technical Skills, Knowledge and Abilities

Working knowledge of sustainability and climate issues, especially in zero waste practices, waste management, and green building operations.

Understanding of behavior change strategies, social marketing approaches, and systems thinking applications.

Ability to prepare written and oral reports and give public presentations.

Ability to initiate, manage, and complete small and large facilities and sustainability projects. Self-motivated with strong organizational, facilitation, and multitasking skills.

Strong interpersonal skills. Committed team player with consensus-building approach.

Must possess a valid driver’s license and have daily availability of an automobile for travel to assigned schools.

### Materials and Equipment Operating Knowledge

Operating knowledge of and experience with waste management and zero waste infrastructure and equipment.

Operating knowledge of and experience with personal computers and peripherals.

Operating knowledge of and experience with Microsoft Word and Excel and Google Drive apps. Ability to lift and move boxes up to 30 lbs. on an occasional basis.

Knowledge of MA OSHA, EPA, and AQMD policies and procedures as they relate to waste management.

Ability to conduct on-site school building inspections of recycling and waste management.

## QUALIFICATIONS - PREFERRED

Any of the following Licenses, Registrations, or Certifications LEED GA or LEED AP O+M

TRUE Zero Waste Advisor

District asbestos training certification (required within 30 days) Familiarity with Boston and Boston Public Schools

UNION/MANAGERIAL/RESIDENCY REQUIRED: YES COMPENSATION RANGE: C42

*The Boston Public Schools, in accordance with its nondiscrimination policies, does not discriminate in its programs, facilities, employment, or educational opportunities on the basis of race, color, age, criminal record (inquiries only), disability, homelessness, sex/gender, gender identity, religion, national origin,*

*ancestry, sexual orientation, genetics or military status and does not tolerate any form of retaliation, or bias- based intimidation, threat or harassment that demeans individuals’ dignity or interferes with their ability to learn or work.*

*Shift Type* **Central Office**

*Salary Range* **C42 ($89,864) / 1.0 FTE**

*Location* **Central Office - Facilities Management**

# Applications Accepted

*Start Date* **05/25/2022**

*End Date* **06/30/2022**