

Intermunicipal Relations Committee

Education and Enforcement Coordinator

The Intermunicipal Relations Committee is seeking a full-time Education and Enforcement Coordinator to maintain and enhance its recycling and other environmental programs. This individual will coordinate the organization's educational outreach and enforcement program, including conducting relevant research and assisting the Executive Director with various initiatives and financials. The Education and Enforcement Coordinator will work positively and professionally with supervisors, peers, public officials, contractors, and the general public.

The position qualifications include, post-secondary education in Environmental Resource Management, Environmental Studies, Environmental Education, or related field, preferably a Bachelor's degree. Work experience and knowledge of government and/or solid waste management preferred; however, individuals with related work experience in recycling, waste, the environmental field, administration of programs, or finance will be considered. Experience using Windows Operating Systems, Microsoft Office, web publishing software, QuickBooks, scanners, and standard office equipment required. A combination of education and experience will be considered. The selected candidates will have 18 months to obtain their Recycling Professional certification.

Qualified applicants should submit an electronic resume, cover letter, and three (3) work-related references to: director@ircenvironment.org

For more information, please visit the City of Altoona's website at www.altoonapa.gov

THE IRC IS AN EQUAL OPPORTUNITY EMPLOYER