



## Job Announcement

### **PaintCare Program Manager for Colorado**

Applications will be accepted until the position is filled.

#### **Summary**

PaintCare seeks qualified candidates to set up and maintain the paint stewardship program beginning in Colorado in summer 2015. This position will coordinate the recruitment, training, and maintenance of PaintCare drop-off sites, and serve as the primary point person for all program audiences including trade painters, paint retailers, municipal household hazardous waste program and the Colorado Department of Public Health and Environment.

#### **About PaintCare**

PaintCare Inc., a non-profit 501(c)(3) organization, was established by the American Coatings Association (ACA) to implement state-mandated paint stewardship programs on behalf of paint manufacturers in states that adopt paint stewardship laws. Funding for PaintCare program is provided through a fee on new paint sales in participating states. Funding is used to establish drop-off sites where the public can take unwanted leftover paint for recycling, pay for the recycling of this paint, conduct public education about proper paint management, and program administration. Oregon passed the first industry-supported paint stewardship law in 2009. Oregon's program has been operating successfully for more nearly four years. Similar programs are in place or under development in California, Connecticut, Vermont, Rhode Island, Minnesota and Maine. Please visit [www.paintcare.org](http://www.paintcare.org) for more information about the program.

PaintCare's headquarters is located in Washington, DC. Corporate staff are located at the DC office, while most program staff are located in the states in which programs are being implemented. This position is located in Colorado.

#### **Colorado Paint Stewardship Law**

The Colorado State Legislature approved ACA model paint stewardship legislation in April 2014. The Paint Stewardship Bill (SB 14-029) was signed by Governor Hickenlooper on June 6.

#### **Responsibilities**

- Establish and maintain relations with municipal household hazardous waste (HHW) programs, retail stores, trade painters, and state environmental agencies and other program stakeholders.
- Identify potential drop-off sites including paint retailers, HHW programs, solid waste transfer stations, landfills and other convenient public sites. Contact, evaluate suitability and recruit sites.
- Set up sites, including facilitating contracts, providing training, and coordinating transportation of paint from sites.
- Maintain sites, including conducting site visits and audits on a regular schedule and as additionally needed.

- Arrange special collections/transportation from HHW events and from painting contractors, property managers, and other generators of large volumes of leftover paint.
- Maintain detailed and organized database of drop-off site information.
- Analyze site and collection volume data and prepare annual reports to the state, and for other stakeholder as needed.
- Assist with public outreach including distribution of public information materials to all paint retailers and others upon request (including those that are not drop-off sites), and monitor use and usability of materials.
- Respond to media inquiries.
- Make presentations to small and large groups of stakeholders (e.g., recycling conferences, trade painters, HHW stakeholders, etc.).
- Report to corporate staff of PaintCare, headquartered in Washington, D.C.

### Preferred Skills and Qualifications

- Experience with and/or knowledge of hazardous materials/waste management, hazardous materials/waste laws and regulations, hazardous materials/waste storage requirements, hazardous waste transportation and processing, HHW programs, and state and federal oversight agencies.
- Experience with and/or knowledge of retail infrastructure and operations, including big box, chain, franchise, co-op, and independent stores.
- Familiarity with paint products.
- Familiarity and comfort with users of paint, particularly trade painters, contractors, paint retailers, and property managers.
- Experience with public speaking, training, and/or making presentations.
- Experience with and/or knowledge of product stewardship programs, laws and organizations.
- Ability to work independently from home.
- Willingness to travel extensively, particularly at the start of the program to recruit and train drop-off sites and to meet with stakeholders.
- Proficiency with computers and typical office software.
- Valid state drivers license.

### Location and Travel

This position is located in Colorado. The employee will work from home. Extensive travel throughout Colorado will be required to visit drop-off sites and meet with stakeholders. Travel time will vary and may exceed 50% of the time.

### Employment, Salary and Benefits

This is a full time, regular position. Salary depends on experience; PaintCare, through the ACA, provides generous benefits [401(k), vacation days, medical, dental, and life insurance] and reimbursement for travel expenses. Computer, peripherals and a mobile phone will be provided.

### Application Instructions

To apply for this position, please email cover letter, resume, and salary requirements in one document to [jobs@paintcare.org](mailto:jobs@paintcare.org). Put "CO Manager - <your name>" in the email subject line.