



1500 RHODE ISLAND AVENUE N.W. • WASHINGTON, DC 20005 • T 855.724.6809 • F 855.385.2020

Job Description **Outreach Coordinator**

PaintCare seeks an Outreach Coordinator to manage the essential material distribution function of a vibrant, collaborative communications team. The Outreach Coordinator will manage mass mailings and other communications with paint retailers and others. The coordinator also will maintain day-to-day relationships with outside printers/mail houses, manage the quantity of materials kept in stock, and support all necessary record keeping and invoicing. A detailed list of responsibilities follows:

Coordination

- Be the main point of contact for outreach materials (i.e., brochures, factsheets, e-mail newsletters, etc.), providing attentive service to diverse internal and external parties
- Establish and maintain relationships with outside contacts (paint retailers and some paint manufacturers).

Mailings

- Plan, schedule, and coordinate all mailings – create workflows and explanatory documents for each mailing to be used for planning and communicating with staff, mail houses, and site contacts.
- Generate mailing lists from database for use by mail houses; generate other contact lists for eNewsletter distribution or other purposes.
- Assess need for translations and order translations with outside firm.

Writing and Editing, eNewsletters

- Write cover letters and e-mails to be sent to program partners.
- Draft brief newsletter articles.
- Copyedit content across all communications materials and channels.
- Schedule and coordinate e-mail newsletters, compile content and graphics, circulate for review and editing.

Record Keeping

- Track, process, fulfill, and manage material orders directly or through mail houses.
- Create and maintain records of existing print materials and archives of materials by version and location.
- Evaluate and summarize e-mail newsletter statistical reports from e-mail company.

Preferred Skills and Qualification

- Ability to manage multiple tasks concurrently.
- Problem solving and analytical skills.
- Excellent written and verbal communication skills.
- Organized and detail oriented.
- Skilled with typical office software and databases (FileMaker Pro).
- Interest in product stewardship and the goals of the PaintCare program.

Location and Travel

This position is located In Washington DC. This position requires occasional travel.

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.

About PaintCare

PaintCare, 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 each state that adopts a paint stewardship law. Funding for PaintCare is provided through a fee on new paint sales. Funding is used to establish drop-off sites where the public can take leftover paint for recycling, pay for the recycling of this paint, to provide public education, and program administration. PaintCare has programs in six states (California, Connecticut, Minnesota, Oregon, Rhode Island and Vermont). PaintCare is also planning programs for Colorado and Maine. Please visit www.paintcare.org for more information.

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

Application Instructions

To apply for this position, please e-mail cover letter, resume, and salary requirements in one document to jobs@paintcare.org. Be sure to indicate "OMD Coordinator" and include your name in the subject line.