



Job Announcement

PaintCare Program Coordinator for Minnesota

Summary

PaintCare seeks a qualified candidate to assist with growing and maintaining the paint stewardship program in Minnesota. This position will be located in Minnesota and will assist PaintCare's Minnesota Program Manager coordinate program implementation.

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 support drop-off sites where the public can take leftover paint for recycling, pay for the recycling of this paint, and provide public education and program administration. Oregon passed the first industry-supported paint stewardship law in 2009. Minnesota's program has been operating since 2014. Similar programs operate in California, Colorado, Connecticut, District of Columbia, Maine, Oregon, Rhode Island, and Vermont, and is under development for Washington. Please visit www.paintcare.org for more information.

Responsibilities

- Meet and communicate with paint retail stores, municipal household hazardous waste (HHW) programs and other program stakeholders.
- Identify potential paint drop-off sites which will include paint retailers, HHW facilities, solid waste transfer stations and landfills. Explain how to become a PaintCare drop-off site, evaluate their suitability for partnering with PaintCare.
- Set up paint drop-off sites: establish contracts, provide training, coordinate with haulers to arrange transportation of paint from site.
- Compliance: conduct site visits and audits on a regular schedule or as needed/requested, identify problems and implement corrections, maintain successful relationships with site operators.
- Logistics: Arrange special collection/transportation from temporary events and from painting contractors, property managers, and other large producers of leftover paint.
- Public outreach: distribute public information materials to drop-off sites upon request, including those retailers that are not drop-off sites, assist the communications department with monitoring use and usability of materials by sites. Provide presentations to small and large groups (e.g., home shows, conferences, trade associations). Staff tables at local events.
- Marketing: Provide local knowledge and insight to communications team to improve marketing.
- Administrative: Maintain computer database of drop-off site information. Assist with answering phone calls on the national PaintCare hotline as needed.
- Analytical: Review and analyze data and generate reports as needed.
- Report to Minnesota Program Manager.

Preferred Skills and Qualifications

- Experience with and knowledge of hazardous materials or hazardous waste management, public sector waste and recycling initiatives and/or retail operations in the home improvement sector.
- Some familiarity with paint products and 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.
- Proficiency in full Microsoft Office suite and FileMaker or similar database applications.
- Ability to work independently from home.
- Willingness to travel extensively within the state to recruit sites, train site staff, and distribute outreach materials. Occasional travel to Washington D.C. and other locations in the US for trainings, conferences, or meetings.
- Valid state driver's license required.
- A post-secondary degree from an accredited institution.

Location and Travel

This position is located in Minnesota. The employee will work from home. The ideal candidate will be located in the Twin Cities metro area, though other locations will be considered. Extensive travel throughout the state, up to 50% of time, will be required to visit drop-off sites and meet with local stakeholders. Short overnight stays (1-2 nights) up to 10 times a year. Occasional overnight stays. Out of state travel for staff meetings and trainings will also take place, 2-3 times per year for 3-4 days.

Employment, Salary and Benefits

This is a full time, regular, exempt 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.

Contact Information

To apply for this position, please email a cover letter stating your motivations for applying and salary requirements, a sample that best exemplifies your writing ability (500 words, minimum), and a current resume, to jobs@paintcare.org. Please indicate "Minnesota Program Coordinator" in the email subject line. **Incomplete applications will not be reviewed.**