

JOB DESCRIPTION

PROJECT COORDINATOR

The following are duties and responsibilities of the Project Coordinator under the direct supervision of the Economic Development Planner:

- Administration of various grant programs. Write and administer district-wide grants for state and federal programs which include preparation of the grant applications, bid documents, contracts, change orders as required, file maintenance and the financial management of grant payments and account balances.
- Coordinate projects pertaining to the Recycling and Solid Waste Management program such as overseeing the District electronic waste recycling network from collection to processing, serve as liaison between local processing centers and the District recycling processor, manage and promote special collection events and log and report special event trailer activities.
- Maintain and update the Regional Solid Waste Management Plan. Conduct research in areas of need and provide recommendations as required.
- Visit and speak to members of local government, business and industry, education and civic groups pertaining to various grant opportunities or solid waste best practices.
- Create and submit annual reports to the State agencies throughout the year as required by law.
- Serve as an information resource for citizens in a 10 county area regarding solid waste disposal, recycling and best practices in solid waste management through social media and web site contacts.
- Maintain and update the Solid Waste District website and social media outlets.
- Serve as the District contact regarding reports of illegal dumping of waste and tires.
- Coordinate solid waste and recycling training events throughout the year for elected officials, recycling centers, permitted facilities and their employees.
- Assist in other District events and duties as required by the supervisor.
- Local and occasional statewide or regional travel to meetings and conferences will be required.

Preferred Qualifications

Bachelor's degree or higher in one of the following areas: Community development, economics, planning, engineering, business, public administration or related subjects and at least one year of experience. Related experience may be substituted for degree requirements. A valid Arkansas Driver's License is also required.