



**Job Title:** Zero Waste Associate

**Employer:** Resource Central; Boulder, CO

**Job Status:** Full-time, non-exempt

**Location:** Boulder, Colorado

**Salary:** \$15.00/hour

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**About Resource Central:**

We're thirty people in Boulder determined to make conservation so simple that people don't even realize they're doing it. Founded in 1976, our nonprofit's programs in water, energy, and waste have helped nearly 500,000 people save money, improve their homes, and conserve natural resources. Learn more at: [resourcecentral.org](http://resourcecentral.org).

**Job Summary:**

The Zero Waste Associate is passionate about helping people conserve resources that would otherwise be discarded. This position involves working as part of the Zero Waste Team in evaluating, itemizing and picking up household and construction material donations. The Zero Waste Associate strives to make our materials reuse program a national model in construction and demolition materials diversion. This is a full time role based in Boulder, Colorado and includes a comprehensive list of benefits including health insurance, dental, paid time-off, retirement savings, RTD Eco-Pass, and more. Be part of a high-impact, rapidly growing nonprofit that's making a difference in Colorado.

**Primary Responsibilities:**

- Performs materials pickups consisting of driving medium duty vehicles and trailers to load/unload customer materials donations
- Performs inventorying, tracking, and reporting on materials that have been donated
- Works in collaboration with the Resource Central management team to evaluate potential donations
- Ensures a high level of operational efficiency in our external waste diversion efforts
- Provides an exceptionally high level of customer service to our customers
- Ensures that all vehicle safety procedures are adhered to



**Additional Responsibilities:**

- Proactively seeks to grow our impact via nurturing external relationships
- Assists Zero Waste Team with materials reclamation efforts by conducting site walkthroughs, scheduling, and regulating the workflow of materials pickups
- Assists Zero Waste Coordinator and Zero Waste Manager with division tracking and reporting as needed
- Assists with site visits and walkthroughs, consulting with homeowners, renters, and contractors to identify reusable materials
- Writes formal deconstruction plans as necessary for submission to permitting departments
- Supports our floor sales staff as needed
- Other duties as assigned

**Qualifications and Requirements:**

- Exceptional customer service skills
- Ability to routinely lift 75lbs
- Basic construction materials and tool knowledge
- High level of integrity and accountability
- Proficient in Microsoft Office suite
- Valid driver's license (with clean motor vehicle record)
- Experience driving mid-sized vehicles (box trucks, utility trucks, trailers)

**To Apply:**

If this sounds like the opportunity for you, please send your resume and cover letter to [hr@resourcecentral.org](mailto:hr@resourcecentral.org) and include "Zero Waste Associate – [your name]" in the subject line. Candidates will be considered on a rolling basis until the position is filled. We look forward to hearing from you!

*Resource Central is dedicated to equal employment opportunities. We provide equal opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, sexual orientation, race, color, religion, national origin, disability, marital status, military status, gender expression, genetic information or any other classification protected by state or local law. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment or bias based upon these grounds. Learn more at: [resourcecentral.org](http://resourcecentral.org).*