



**Job Title:** Zero Waste Coordinator  
**Employer:** Resource Central; Boulder, CO  
**Job Status:** Full-time, non-exempt  
**Location:** Boulder, Colorado

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**About Resource Central:**

We're an innovative nonprofit determined to make conservation so simple that people don't even realize they're doing it. Founded in 1976, our programs in water, energy, and waste have helped more than 600,000 people save money, improve their homes, and conserve natural resources. Learn more at: [www.resourcecentral.org](http://www.resourcecentral.org).

**Resource Central Mission:** To put conservation into action

**Job Summary:**

The Zero Waste Coordinator is passionate about helping people conserve resources that would otherwise be discarded. This leader plays a key role in visiting homes and construction sites to identify materials that can be salvaged, managing the workflow of our material's pickup drivers, conducting materials pickups, and handling division tracking and reporting. The Zero Waste Coordinator strives to make Resource Central a national model in construction and demolition materials diversion. This is a full-time role based in Boulder with an hourly rate between \$17.60-\$19.80 depending on experience. This position also includes a comprehensive list of benefits including health insurance, dental, paid time-off and paid holidays, retirement savings, RTD Eco-Pass, and more. Be part of a high-impact, rapidly growing nonprofit that's making a difference in Colorado and beyond.

**Primary Responsibilities:**

- Serves in a lead role to help Resource Central meet its waste diversion goals
- Proactively seeks to grow our impact via outreach and managing external relationships
- Creates and improves policies and procedures
- Manages our materials reclamation efforts by conducting site walkthroughs, scheduling, and regulating the workflow of our material's pickup drivers
- Handles division tracking and reporting, ensuring that all donated materials are properly itemized and donation receipts are sent out in a timely manner
- Conducts site visits, consulting with homeowners, renters, and contractors to identify reusable materials
- Writes formal deconstruction plans for submission to permitting departments
- Takes responsibility for the Resource Central vehicle fleet, ensuring that maintenance is conducted and documented as needed.



- Ensures that all vehicle safety procedures are adhered to
- Performs materials pickups from homes/construction sites, ensuring that all safety protocols are followed
- Ensures a high level of operational efficiency in our external waste diversion efforts
- Provides an exceptionally high level of customer service to our customers
- Performs opening and closing procedures as needed
- Supports our floor sales staff as needed
- Other duties as assigned

**Qualifications and Requirements:**

- Exceptional customer service and communication skills
- Ability to safely and 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) preferred.

**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 Coordinator – [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: [conservationcenter.org](http://conservationcenter.org).*