



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

Job Announcement: PaintCare Coordinator for Oregon

Summary

PaintCare seeks qualified candidates for the paint stewardship program in Oregon. This position will coordinate and oversee the operation (including recruitment and contracting) of PaintCare drop-off sites in Oregon.

About PaintCare

PaintCare, a non-profit 501(c)(3) organization, was established by the American Coatings Association 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 an assessment 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, and provide public education about proper paint management. Oregon passed the first industry-supported paint stewardship law in 2009. Oregon's program has been operating for two and a half years. (California's program began in October 2012. Similar programs are being planned for Connecticut, and Rhode Island.) Please visit www.paintcare.org for more background.

Responsibilities

- Meet and communicate with state environmental agencies, municipal household hazardous waste (HHW) programs, retail stores, and other program stakeholders
- Identify potential drop-off sites which will include HHW programs, paint retailers, solid waste transfer stations, and landfills. Contact and "recruit" potential sites: explain how to become a PaintCare drop-off site, evaluate their suitability for being a drop off site
- Set up sites: establish contracts, provide training, coordinate with haulers, and arrange transportation of paint from sites
- Oversee collection site operation: conduct site visits and audits on regular schedule or as needed/requested, troubleshoot, maintain successful relationships with site staff
- Arrange special collections/transportation from HHW events and from painting contractors, property managers, and other large producers of leftover paint
- Respond to program related inquiries from paint consumers, painting contractors, paint retailers, paint collection sites and paint manufacturers
- Public outreach: distribute public information materials to all paint retailers in each state and others upon request, including those that are not drop-off sites; assist PaintCare with monitoring use and usability of public information materials by sites
- Recordkeeping: maintain computer database of drop-off site information; generate reports as needed
- Analyze data and write reports for corporate office and state agencies
- Make presentations to small and large groups (e.g., home shows, conferences, trade associations)
- Respond to media inquiries
- Report to corporate staff of PaintCare, headquartered in Washington, D.C.
- Other related duties as assigned

Job Announcement: PaintCare Coordinator for Oregon (cont.)

Preferred Skills & Qualifications

- Experience with and/or knowledge of hazardous materials, hazardous waste management and programs, hazardous waste laws and regulations, HHW programs, state environmental agencies, hazardous materials/waste storage requirements, hazardous waste transportation and processing
- Experience with and/or knowledge of retail operations, infrastructure and communications, including big box, chain, franchise, co-op, and independent paint stores
- Familiarity with paint products
- Familiarity and comfort with users of paint, particularly trade painters, contractors, paint retailers, and property managers
- Ability to work well with people
- Ability to communicate well with all types of people
- Experience with public speaking, training, and/or making presentations
- Experience with and/or knowledge of product stewardship programs, laws and organizations
- Ability to work independently from home
- Willingness to travel extensively to recruit sites, train retail staff, and distribute outreach materials
- Proficiency with computers and typical office software
- Valid state drivers license and vehicle (PaintCare will provide mileage reimbursement)

Location & Travel

This position is located in Oregon. The employee will work from home. Extensive travel throughout Oregon will be required to visit drop-off sites and meet with government agency staff. Travel time will vary and may exceed 50% of the time.

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, or medical and dental insurance] and reimbursement for travel expenses.

Contact Information

To apply for this position, please email cover letter, resume, and salary history in one MS Word document to info@paint.org. Indicate "Oregon Coordinator" in email subject line.