



# Home ReSource

Retail. Job Training. Education. Zero Waste.

## **Position Title:** Zero Waste Systems Manager

**Home Resource** is a non-profit community sustainability center. We work with, in, and for the community to reduce waste and build a more vibrant and sustainable local economy. We collect and sell reusable materials, channel materials to those in need, provide meaningful work opportunities, and educate & inspire to promote a sustainable future.

Home ReSource is seeking a values-driven leader to fill a full-time position within our organization. The desired candidate will have the skills, knowledge, and passion needed to build, resource, and strategically manage our Zero Waste systems to help generate a circular economy, including community infrastructure, services, training and construction and demolition; and work with Home ReSource and the community to cultivate a local culture and economy built on the principles of sustainability.

**Job Summary:** The Zero Waste Systems Manager is part of a dynamic ZW team that is responsible for leading Home ReSource's efforts to significantly reduce waste and transform our relationship with materials. They will work with the building industry, businesses, schools, local government, and community partners to help generate the infrastructure, services, stretch codes, tracking, and metrics to achieve Missoula's Zero by Fifty infrastructure goals and Home ReSource's mission, vision and strategic goals. The employee in this position will manage interns, service members, and volunteers engaged in this work, collaborate closely with partner organizations and Home ReSource staff, and positively represent the organization in public.

**COVID-19 Considerations:** Home ReSource is taking safety precautions during COVID-19. We require all staff to adhere to these safety precautions, including, but not limited to: wearing a mask at all times (PPE provided), washing hands upon building entry and frequently throughout the day, and following social distancing guidelines in and out of the workplace.

**Reports to:** Program Director, Executive Director

### **General Responsibilities**

- Support and embody Home Resource's Mission, Vision, and Organizational Culture
- Support and enforce Home ReSource's policies and procedures
- Help create a safe, positive, equitable, and learning work environment
- Problem-solve day-to-day challenges and maintain a learning stance
- Articulate what Home ReSource does, project a positive image, and help generate community support for all aspects of the organization
- Work cooperatively & communicate effectively with other staff, community partners and the public.
- Maintain confidentiality with personnel issues and donor and customer information as needed

### **Position Responsibilities**

- Lead the Missoula Zero Waste infrastructure task force, including building and maintaining partnerships, developing agendas and processes, facilitating meetings, providing minutes & task follow-up, and researching and sharing information, to achieve Zero by Fifty and community infrastructure goals
- Help strategize, develop, and implement construction and demolition waste reduction priorities with community partners, including: developers, architects, builders, realtors, other non-profits and local government
- Perform Zero Waste audits, recommend and train on implementation of waste reduction techniques and infrastructure for businesses and schools
- Research integrate, and help apply ZW and circular economy best practices, policies and scalable efforts
- Make public presentations related to Zero Waste infrastructure programs, help with ZW outreach activities as needed, attend events and conferences relevant to the organization and Zero Waste



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- Help prepare for and deliver Home ReSource events, program budgets and planning, and other significant organizational priorities
- Actively participate in building relationships with local businesses, and support ZW program fundraising
- Coordinate with other HR staff to support their work, minimize overlap, and maximize impact
- Engage in program planning and budgeting, and approve expenses within those budgets

## Skills Required

- Project management, ability to help design, manage and implement multiple projects and achieve goals
- Interpersonal skills, ability to positively and respectfully communicate with all people where they are at
- Problem-solving, team-building, collaboration and conflict resolution skills
- Ability to manage interns, volunteers and other program supporters
- Highly organized, ability to research, prioritize, adapt and communicate information and priorities
- Proven success in building relationships, facilitating and managing diverse groups of community stakeholders

## Essential Functions

- Excellent verbal and written communication, including ability to speak on behalf of the organization
- Ability to manage people and implement programs in a fast-paced environment
- Ability to work 40hrs/week, set priorities and achieve goals
- Be adaptable to rapidly changing circumstances
- Knowledge of metrics, data entry and tracking

**Pay/Hours:** 40hrs/week. Salary range: \$40,000 - \$45,000 depending on experience

**Benefits:** Generous paid vacation and holidays, paid family medical leave time, dental & vision insurance, additional wellness benefits, simple IRA Match or HSA Contribution, sustainable commuter benefit, up to 12 paid community volunteer hours per year, staff appreciation activities and meals, chance to work with great people in values-based, triple bottom-line business that works to reduce waste and build community, consideration for advancement into new positions in our growing green business, and more.

## Minimum Qualifications

- Computer proficiency using Windows based software, Microsoft Word, Excel, Google Workspace, and other Internet based platforms
- Relevant non-profit, government, business, and/or administrative and management experience
- MT driver's license

## Preferred Qualifications

- 2+ years of proven accomplishments with project management and/or program development
- Demonstrated experience managing people and facilitating groups
- Experience with and passion for Zero Waste concepts and implementation as part of addressing climate change
- Familiarity with building and construction industry, sustainable and circular economic practices, including triple-bottom line businesses, and zero waste
- Demonstrated commitment to community engagement, social justice, and zero waste
- Ability to work with a variety of individuals effectively and respectfully, including program participants of diverse ages, backgrounds, and abilities
- Demonstrated attention to detail, tracking multiple projects and efficiently juggle the many priorities of a multi-faceted job



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## **Skill Development and Performance Reviews**

Home ReSource employees participate in all in-house trainings, and management-level staff attend at least one outside professional development opportunity each year. All Home ReSource employees undergo an annual performance review that includes feedback from supervisors, supervisees, and peers.

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**How to Apply:** Submit a resume, cover letter via [Submittable](#). Three references will be required upon request. No phone calls please.

Home ReSource will conduct background checks on all final candidates, and offers of employment are contingent upon those results.

*In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Home ReSource will be based on merit, qualifications, and abilities. Home ReSource does not discriminate in employment opportunities or practices because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.*

*Home ReSource is committed to providing a safe environment that is free of discrimination and harassment. It is against Home Resource's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward any individual because of their race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.*