



## Zero Waste Events Manager

### About Common Ground Compost:

[Common Ground Compost](#) (CGC) is an NYC-based zero waste consulting company offering three programs: compost & recycling services for businesses; a [bike powered compost pickup service](#) and a zero waste events service. Our zero waste event service is growing, and we are looking to hire a dedicated and passionate individual to join the CGC team and manage the growth of this side of our operations.

### Job Duties:

- Compile and organize all the details needed to execute zero waste event services.
- Coordinate equipment management and delivery, arrange waste hauling, material sourcing, and other necessary event details on behalf of the client.
- Generate and send quotes and invoices for zero waste event services.
- Educate event producers, exhibitors, and attendees about zero waste strategies.
- Manage event onsite, including waste station set up, sorting, decontamination, and break down (will include evening/weekend work).
- Recruit, hire, train, manage, and process payment for support staff for events.
- Provide excellent customer service, and respond to all requests and inquiries within 24 hours.
- Grow and improve all aspects Common Ground Compost's zero waste event service, from how we track the sales pipeline, to strategizing how we can keep stakeholders informed and waste streams decontaminated at all our events.

### You'll be successful in this role if...

- You love gathering details and managing logistics.
- You are a responsible, highly self-driven go-getter
- You are knowledgeable and passionate about waste diversion, composting, and recycling. NYC-specific knowledge preferred but not required.
- You have excellent written and verbal communication skills, and are great at staying on top of your email inbox.
- You are flexible, an expert at managing your time, and prefer to make your own schedule.
- You reliably follow through on commitments.
- You can quickly, confidently, and calmly think on your feet to solve problems.
- You are willing and able to work independently and remotely most of the time.
- You speak English and Spanish (Spanish not required but strongly preferred!)
- You have experience working in the food service industry, and understand "kitchen etiquette". (While this job will not involve working directly with food prep or in kitchens, we work closely with chefs, food vendors, and catering companies at events)



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[events@commongroundcompost.com](mailto:events@commongroundcompost.com)

- You have a valid driver's license, and are comfortable driving (and parking) in NYC. Having your own vehicle is not required, but we do use ZipCar.
- You can be on your feet for many hours at a time, and can safely lift up to 50 lbs. The onsite event work is physically demanding.
- You are able to write and post relevant items (photos from events, interesting articles, other engaging content), on Instagram, Facebook, and Twitter.
- You are software savvy; Google Suite proficiency is required. We also work with Streak, Slack, Piktochart and Xero - experience not required, quick adoption will be essential.

**Compensation:**

- Part-time, hourly position. 10-30 hours/week, with the opportunity to grow into full time
- \$20/hour base pay, with an additional commission for new event sales
- A part of a growing company, the Events Manager will be positioned to grow into a lucrative and fulfilling career with Common Ground Compost if the fit is right.

**To apply:**

Please email a cover letter and resume (combined into one PDF, please!) to Allison Reser at [events@commongroundcompost.com](mailto:events@commongroundcompost.com). Applications will be accepted through August 25, 2019.