

COME WORK WITH US!

Are you looking to make a difference in this world? Then this environmental position is for you!

OUR MISSION

To enhance and promote effective State and Territorial programs and to affect relevant national policies for waste and materials management, environmentally sustainable practices, and environmental restoration.



ASTSWMO, Providing Pathways to Our Nation's Environmental Stewardship Since 1974

HOW WE WORK

The Association of State and Territorial Solid Waste Management Officials (ASTSWMO) is a non-profit environmental association that represents the waste, sustainable materials management, restoration, clean-up, and prevention programs of the 50 States, five Territories and the District of Columbia (States).

PROGRAM MANAGER

Core Responsibilities:

- Overseeing the coordination and facilitation of projects and activities of various work groups.
- Responding to the association members, planning for meetings (both on and off-site and hybrid/virtual), conference calls, and activities conducted under various funding agreements.
- Developing and maintaining good client relationships by providing first-rate service to the federal agencies and State program offices.
- Completing routine administration, preparing, and administering funding agreements, preparing reports, meeting minutes and other projects as assigned.

Qualifications:

- BA/BS degree with a minimum of 2-4 years of relevant work experience is required. Dependent upon experience the position may start at Jr. Program Manager level.
- Excellent writing and communication skills.
- Strong organizational and critical thinking skills as well as attention to detail.
- Ability to organize and implement projects with minimal supervision.
- Proficient in MS Office software programs.
- Familiarity with association or non-profit organizations and government relations is a plus.
- Some experience and knowledge of Superfund and Brownfield Programs is also a plus.

Generous holiday and vacation leave; health insurance; long/short-term disability, dental and vision coverage for employee and their family; 401(k) retirement plan; transportation stipend; small, collegial team environment. Competitive salary will be based upon experience and starting salary is in the \$50K range. This is a full-time position that requires some travel with the US, and is based in Washington, DC. This position requires at least two days in the office with the other days remote. This job reports to the Executive Director.

To Apply

Qualified candidates should send a cover letter that includes salary requirements, a resume, and references to Dania Rodriguez, ASTSWMO Executive Director, **no later than 4:00 pm eastern on, August 12, 2022, via email (daniar@astswmo.org)**. Please use the subject line: "**Program Manager Position.**" Salary will be commensurate with experience and capabilities. ASTSWMO requires all those hired to provide proof of full vaccination (vaccination and booster) against COVID-19. Accommodations will be provided only as required by applicable law. **No phone calls please.**