



Job Announcement

PaintCare Program Manager for Minnesota

Summary

PaintCare seeks qualified candidates to set up and maintain the paint stewardship program beginning in Minnesota in 2014. This position will coordinate the recruitment, contracting, and maintenance of PaintCare drop-off sites.

About PaintCare

PaintCare, a non-profit 501(c)(3) organization, was established by the American Coatings Association (ACA) 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 three years. Similar programs are being implemented for California, Connecticut, Rhode Island, Vermont and Maine. Minnesota passed paint stewardship legislation in May 2013. Program implementation is scheduled for summer 2014. 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" 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 site
- Maintain sites: conduct site visits and audits on regular schedule or as needed/requested, troubleshoot, maintain successful relationships
- Arrange special collections/transportation from HHW events and from painting contractors, property managers, and other large producers of leftover paint
- Public outreach: distribute public information materials to all paint retailers and others upon request, including those that are not drop-off sites; assist PaintCare with monitoring use and usability of 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.

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 stores
- Familiarity with paint products
- Familiarity and comfort with users of paint, particularly trade painters, contractors, paint retailers, and property managers
- 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, particularly at the start of the program to recruit sites, train retail staff, and distribute outreach materials
- Proficiency with computers and typical office software
- Valid state drivers license

Location & Travel

This position is located in Minnesota. The employee will work from home. Extensive travel throughout Minnesota 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. Computer, peripherals and a mobile phone will be provided.

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 "MN Manager" in email subject line.