



"Working to protect the environment since 1939"

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www.prc.org

Established in 1939, the Pennsylvania Resources Council (PRC) is one of the oldest, non-profit, environmental organizations in the Commonwealth. Recognized as a leader in waste reduction and recycling, PRC also promotes composting, watershed awareness, and litter and visual blight prevention. PRC's mission is *to promote conservation of our natural resources and protection of scenic beauty through public education and outreach in a collaborative effort with government agencies, business, charitable foundations and other nonprofit organizations.* PRC created the Litterbug character in 1952, an icon whose recognition extends across the country.

Some of PRC's accomplishments include:

- Construction Junction: Creation of the region's only non-profit used building materials retail outlet.
- Municipal Waste Reduction/Recycling: PRC has worked with counties and municipalities throughout the Commonwealth to design, implement and evaluate residential curbside and drop-off collection programs and educate residents to maximize efficiency and capture rates.
- Commercial Waste Reduction/Recycling: PRC works with local businesses to implement waste reduction and recycling strategies. Local successes include the Pittsburgh Zoo and Aquarium and the design of the recycling systems for the David Lawrence Convention Center and the Felician Sisters Convent and School and the development of sustainable operations for the Mall at Robinson.
- Hard to Dispose of/Recycle Collections: Since 2002 PRC's collections for hard to dispose of/recycle materials has resulted in the proper disposal or recycling of 750 propane tanks, 2,800 tires, 1,000 appliances, 70 tons of electronics, 30 tons of latex paint, 50 tons of paper and over 50 tons of phonebooks.
- Household Hazardous Waste: PRC is the administrator for the SW PA HHW Task Force. To date PRC has helped organize 21 HHW collection events in eight counties that collected over one million lbs. of HHW materials.
- Three time winner of the PA DEP's Waste Watchers Award, 2004 recipient of Dominion's Community Impact Award, 2007 recipient of the Governor's Award for Environmental Excellence and 2007 finalist for the Western PA Environmental Awards.

PRC is currently searching for four to six part-time contract project assistants to support PRC staff in implementing a neighborhood recycling awareness campaign in the City of Pittsburgh. Interested individuals should send a cover letter and resume to David Mazza, Western Regional Director, via fax (412-488-7492) or email davem@ccicenter.org. The deadline to apply is Wednesday, June 13, 2007.

See complete job description on following page.

Job Description

Project Assistant

Position: Temporary contractual employment, 15-30 hours per week; early morning (5:30 to 7:30 am) and some weekend hours required. Work must be completed by July 27, 2007.

Duties: Assist in implementation of a neighborhood recycling awareness campaign and survey in cooperation with PRC staff. Project involves traveling to select City neighborhoods and conducting survey of residential participation in the City of Pittsburgh's curbside recycling program. Also involves distributing recycling information door to door via door knockers. Additional duties may include assisting with recycling awareness at various community events and providing support to PRC staff as needed, according to the scope of this project.

Qualifications/Skills: Self-motivated, reliable individual with ability to perform with minimal supervision. Excellent organizational, writing, and communications skills. Must be able to follow verbal directions, prioritize tasks and meet deadlines. Proficient computer and public speaking skills. Must provide own transportation.

Preferred Skills: Energetic individual with extensive knowledge of City neighborhoods. Prior experience in environmental stewardship, recycling, or waste management field a plus.

What we offer: Fast-paced, supportive working environment in the non-profit environmental field.

Compensation: \$9.00 per hour. Bonus upon successful completion of project.