

**CONTRACTOR POSITION AVAILABLE:
MUNICIPAL WASTE REDUCTION/RECYCLING**

POSITION TITLE: Municipal Assistance Coordinator, Western District (WE)

Management and Supervision:

This position reports to the Massachusetts Department of Environmental Protection (MassDEP)

POSITION DESCRIPTION:

The Municipal Assistance Coordinator (MAC) for the Western District (WE) provides technical assistance to municipalities to support waste reduction, reuse, recycling, composting, household hazardous waste diversion and regional cooperation. The Massachusetts Department of Environmental Protection (MassDEP) funds this position through a Host Grant to the Pioneer Valley Planning Commission (PVPC).

The MAC will act under the supervision of the MassDEP and will serve 95 municipalities in a district known as the Western District. The district extends from the New York border and encompasses most of Berkshire, Franklin, Hampshire and Hampden counties. The MAC's point of contact with municipalities will be a combination of recycling coordinators, public works department staff and/or health department staff. This position will collaborate extensively with six other [MassDEP Municipal Assistance Coordinators](#), MassDEP Boston municipal waste reduction staff, and occasionally MassDEP's Western Regional Office solid waste staff.

The MAC will assist municipalities in reducing their solid waste tonnage by implementing new, and/or increasing the effectiveness of existing, recycling, composting, waste reduction, household hazardous waste and Pay-As-You-Throw programs. The MAC will hold regional meetings for municipal officials, provide relevant updates and information to district communities and regional solid waste districts, contribute to the MAC team newsletter, proactively evaluate the effectiveness of municipal waste reduction programs, assist communities with identifying goals to improve recycling programs, coordinate special events as needed, and conduct research on successful waste reduction programs in the district. The MAC will also manage more extensive projects with designated municipalities each year, as assigned by MassDEP and through the Technical Assistance program.

The MAC will communicate MassDEP grant opportunities and data reporting requirements relating to the Sustainable Materials Recovery Program, and the Annual Solid Waste and Recycling Survey with member municipalities.

The position normally requires travel (in-state) to visit municipalities and attend meetings (including some evening meetings). PVPC will provide office space, phone, computer, and email for the MAC. This is a hybrid position; the MAC is required to work in the Host office at least one day per week, with the balance of hours worked remotely.

SALARY:

This is an independent contractor position. The position is funded at 37.5 hours per week, with an annual ceiling of 1,950 hours. Annual compensation is commensurate with experience, starting at not less than \$81,000. An additional reimbursement of 7.65% is provided for self-employment tax (Social

Security and Medicare). Paid time off for vacation, sick time, and holidays is provided. Use of personal vehicle is required. Vehicle mileage, tolls and parking for travel to meetings will be reimbursed. Limited funding for in-state professional conferences is also provided.

WORK EXPERIENCE/QUALIFICATIONS:

Minimum qualifications:

- Experience managing projects and/or people; demonstrated understanding of effective project management tools.
- Excellent verbal and written communication skills.
- Excellent organizational skills and ability to prioritize and juggle multiple competing projects.
- Ability to promote or “sell” concepts and/or programs to audiences that have varying degrees of receptivity.
- Ability and comfort with minimal direct supervision; self-directed.
- Ability to share information and work as part of a team (with counterparts around the state).
- Basic understanding of municipal government in Massachusetts.
- Exceptional interpersonal skills and ability to communicate and build relationships with diverse audiences (municipal staff, elected officials, recycling committees, regional entities).
- Proficiency with Microsoft Office suite, including Excel, Word, Outlook, and PowerPoint.

Desirable:

- Understanding of municipal curbside and drop-off recycling and composting programs.
- Understanding of solid waste and recycling collection contracts.
- Experience with public speaking, preferably including presentations to municipal Boards of Health, Public Works Departments or Boards of Selectmen.
- Experience coordinating and/or implementing environmental initiatives in the community, in an academic setting, or in the workplace.
- Understanding of the Commonwealth’s goals and policy framework on solid waste reduction and management.
- Ability to organize data and manipulate spreadsheets to demonstrate project results.
- Facility with virtual meeting platforms and social media.

Special Requirements

Possession of a valid driver’s license. Demonstrated competency in the use of office computers and business software.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities may be used to qualify for employment. A typical way to obtain the knowledge, skills, and abilities is described below:

Graduation from an accredited college or university with a bachelor's degree in a related field, with two years of professional experience;

Any equivalent combination of education and progressively responsible experience.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that typically must be met to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper. Strength, dexterity, and coordination to lift files, stacks of paper or reports, references, audio/visual equipment, and other materials; to reach for items above and below desk level; and to bend, reach, squat, and stoop to access files and records. Manual dexterity and cognitive ability to operate a personal computer. Ability to communicate via telephone.

WORKING CONDITIONS: Work is typically performed under the following conditions:

Position functions both indoors in an office type environment where most work is performed at a desk and in the field where work is performed outdoors. Indoor working environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur. Position requires regular attendance at offsite meetings and evening meetings and requires travel to deliver and pick up materials. Field work and travel duties may result in some exposure to outdoor weather conditions.

TO APPLY:

Please send cover letter and resume to Indrani Kowlessar, Director of Human Resources and Administrative Services at ikowlessar@pvpc.org or by US Mail to:

Indrani Kowlessar, Director of Human Resources and Administrative Services
Pioneer Valley Planning Commission
60 Congress Street, Floor 1
Springfield, MA 01104

Applications will be accepted through October 2, 2026 and/or until the position is filled.