



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807
908/725-6300 / FAX # 908/725-3365

JOB POSTING

POSITION:	CLEAN COMMUNITIES COORDINATOR
DIVISION:	HEALTH DEPARTMENT
POSTING DATE:	10/25/2019
CLOSING DATE:	10/31/2019 @ 5:00 pm
JOB TYPE:	Part-time
REPORTS TO:	Director of Human Services
HOURLY PAY RATE:	\$15.00
WORK SCHEDULE & HOURS:	Various hours - weekdays, weekends, and evenings: Approximately 12-15 hours per week. Work days and/or hours are subject to change due to work demands or as needed.

The successful candidate will work under the direction of the Director of Human Services conducting various duties, including but not limited to:

- Implementing litter abatement programs that incorporate the elements of cleanup, enforcement, and education.
- Educating the community about litter abatement using various marketing tools and platforms.
- Identifying opportunities to promote Bridgewater's Clean Communities Program at various Township and non-Township events within Bridgewater Township.
- Liaising with vendors, exhibitors, and stakeholders before, during, and after Township events to ensure success.
- Securing entertainers, speakers and media outlets.
- Managing event set-up and tear down.
- Organizing and maintaining accurate records of all Clean Communities activities and events.
- Creating flyers and other promotional materials to promote Clean Communities educational activities and events.
- Obtaining quotes for and ordering promotional items to hand out at events.
- Evaluating activities and events for success.
- Working closely with Grants Manager to ensure budget and grant deliverables are adhered to.
- Other duties as required.

QUALIFICATIONS

1. Must be at least 18 years of age with a High School diploma or Equivalent
2. Possess a valid New Jersey driver's license
3. Excellent verbal and written communication skills
4. Strong interpersonal, presentation, and customer service skills
5. Proficiency in Microsoft Word, Power-Point, and Outlook
6. Ability to multitask
7. Excellent attention to detail
8. Physical requirement: Ability to lift up to 25 pounds
9. Experience with community event planning a plus

SUPPLEMENTAL INFORMATION

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
- **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.

HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at www.bridgewaternj.gov/employment-opportunities/.

To apply, please submit a fully completed and signed employment application to personnel@bridgewaternj.gov, **no later than 5:00 pm on 10/31/2019**. Please put "CLEAN COMMUNITIES COORDINATOR" in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER