



## Recycling Administrator

The Recycling Administrator is a new position for SEKR. It will focus on developing new relationships with businesses and community partners, enhancing and strengthening existing partnerships, and seeking funding opportunities (through grants and fundraising) to strengthen and expand programs and operations. Other key duties include budget oversight, marketing, and community outreach.

The successful candidate will have knowledge and experience in fundraising techniques, partnership development, and acquisition of new sources of financial support, budget management skills, strong organizational abilities, and the technical aspects of the recycling industry.

An undergraduate degree or equivalent experience is required.

Interested candidates should submit a resume, 3 reference contacts, salary requirements, and a cover letter, outlining how their skills and experience meet the qualifications of the position. Email cover letter and resume to [jeremy.j@sekrecycling.org](mailto:jeremy.j@sekrecycling.org).