

U.S. Zero Waste Business Council

1800 E. Garry Ave #104

Santa Ana, CA 92705

www.uszwbc.org

COMPANY DESCRIPTION

The U.S. Zero Waste Business Council mission is to educate, inform and document the performance of Zero Waste Businesses using scientific methods to help businesses and communities become more healthy and sustainable. We provide business certification professional training, webinars, workshops and conferences to help businesses reach their Zero Waste goals.

DUTIES & RESPONSIBILITIES

Research, business analysis, assisting with event planning and organization, customer service with business professionals in regards to sponsorship, professional training, speaker opportunity, entry level Zero Waste auditing and planning, general office (answering phones, database entry, etc)

QUALIFICATIONS & REQUIREMENTS

Basic knowledge of environmental issues and Zero Waste practices strong computer skills (powerpoint, excel, word), professional communication and writing skills, strong work ethic, ability to work independently and also in a dynamic busy office setting

TIME COMMITMENT

These are the requested periods of time by the employer

- 1-term (50-100 hours/10 weeks)
- 2-term (50-100 hours/20 weeks)
- 3-term (50-100 hours/30 weeks)
- 1-summer term (50-100 hours/5 weeks)
- 2-summer term (50-100 hours/10 weeks)

HOW TO APPLY & DEADLINE

Email your resume and cover letter to info@uszwbc.org or call our office at 949-724-1060. Please review our website thoroughly at www.uszwbc.org and explain why you would be a good candidate

Deadline: Year round

Contact Information

For More information please contact 949-724-1060. You can also visit their website at www.uszwbc.org