

Devens Regional Household Hazardous Products Collection Center Collaborative

Job Title: Program Director (Part-Time Contractor)

Position Summary

The Program Director manages all administrative, operational, and programmatic functions of the Collaborative. This part-time contractor role (approximately 16 hours per week) ensures efficient operations, regulatory compliance, community engagement, and effective support for participating member communities.

Compensation: The expected range for this position is \$26,000 to \$35,000 annually (pro-rated for part-time service, based on approximately 16 hours per week). The exact rate will be determined based on the candidate's skills, training, and relevant experience, consistent with the Massachusetts Equal Pay Act.

Key Responsibilities

Operations

- Manage monthly service operations at the Collection Center.
- Train, supervise, and support contractors and volunteers in safe handling procedures.
- Assist with sorting and handling of collected materials as needed.
- Procure supplies and equipment necessary for smooth operations.
- Conduct and document weekly facility and storage inspections.
- Maintain accurate records of contractors, volunteers, and participants.
- Update operational procedures to ensure efficiency and compliance.
- Reconcile collected volumes, process fees, and secure funds for deposit.

Community Outreach & Education

- Develop and deliver outreach and education programs to increase awareness and participation.
- Promote the Collaborative's value to residents, small businesses, and prospective member communities.
- Coordinate marketing campaigns to expand visibility and participation.

Oversight & Coordination

- Support Oversight Committee (OC) meetings, including agendas, minutes, and follow-up actions.
- Provide an annual report summarizing activities, volumes, participation, and financials.
- Issue annual invoices to participating towns and other invoices as needed.

Program Administration

- Present progress updates and action items to the Operations Committee.
- Draft and distribute meeting agendas, minutes, and notices; coordinate with the OC Chair.

- Collaborate with MassDevelopment departments (DPW, Finance, Legal) on site operations, financials, contracts, and agreements.
- Renew vendor and member agreements in coordination with Legal.
- Complete Tier 2 and other required compliance reporting.

Budget & Finance

- Oversee operational budget planning, forecasting, and reporting.
- Review, code, and approve vendor and contractor invoices.
- Monitor revenue trends and provide financial updates to the OC.
- Ensure timely invoice processing with Finance.

Program Development

- Conduct evaluations, analyze trends, and report on improvement and expansion opportunities.
- Engage prospective member communities with service overviews and membership fee calculations.
- Support smooth transitions in Oversight Committee leadership.
- Pursue ongoing professional development and training in hazardous waste management.

Qualifications

- Strong organizational, leadership, and communication skills.
- Experience in program management, operations, or environmental services preferred.
- Ability to work independently and collaboratively with diverse stakeholders.
- Familiarity with environmental regulations, hazardous waste management, or municipal operations is a plus.

How to Apply

To apply, please submit the following in a single PDF:

1. **Resume** – highlighting relevant experience.
2. **Cover Letter** – explaining your interest in the role and how your background fits.
3. **Two to Three References** – names and contact information.
4. **Optional:** Writing sample or proof of relevant training/certifications.

Send your application to MFinlay@massdevelopment.com with the subject line: *Program Director Application – [Your Name]*. Applications will be reviewed on a rolling basis until the position is filled.