



Recycling Special Projects Coordinator & Program Assistant– Full-Time (35 hours/week)

Morris County Municipal Utilities Authority – Morris County, NJ.

April 30, 2026

About the MCMUA:

The Morris County Municipal Utilities Authority (MCMUA) was established in 1958 to provide regional leadership and solutions for Morris County's drinking water, solid waste management, and open space preservation needs. The MCMUA's current services and programs include recycling collection and education, solid waste management planning, household hazardous waste, vegetative waste composting, litter abatement, drinking water systems, resource conservation, and open space preservation.

Job Summary:

The MCMUA is seeking a qualified individual for the full-time position of Recycling Special Projects Coordinator and Program Assistant within the Solid Waste Planning Division. This position reports directly to the District Recycling Coordinator and requires collaboration with other members of the Solid Waste Planning Division and various departments within the MCMUA. The candidate will assist the Solid Waste Planning Division in developing various environmental programs and initiatives in the County, with a strong focus on major and long-term projects. In addition to assisting with ongoing educational and outreach programs, the individual in this role will develop new programs and initiatives aligned with State directives and the MCMUA's vision. In consultation with the District Recycling Coordinator and other MCMUA employees, the ideal candidate will be able to lead these projects, work independently, and apply research and critical thinking skills to guide their progress. In this role, the individual will also provide administrative and client relations support for the Recycling Division, particularly regarding recycling collection contracts and customer concerns or requests.

The position's responsibilities include:

- Facilitating communication between the MCMUA and its municipal counterparts, accomplished by activities that include but are not limited to:
 - Organizing meetings, education classes, and community outreach events with public and private partners.
 - Creating and implementing innovative projects to increase recycling in targeted municipalities and the County, including a Recycling Ambassador volunteer program.
 - Developing environmental educational materials such as flyers, infographics, brochures, pamphlets, newsletters, social media content, and other outreach materials.
 - Developing and updating website content.
 - Developing and running a variety of education modules and meetings on topics including curbside recycling compliance, proper management of Household Hazardous Waste, waste flow control, waste reduction, vegetative and food waste recycling, litter abatement, and other environmental issues.
 - Responding to inquiries via phone and email.
- Providing support for County Solid Waste Management Plan updates and developing strategies to help meet the goals of the Plan.
- Taking ownership of new major initiatives and research projects that address contemporary recycling issues and advance the ability of the Recycling Division to tackle emerging concerns and legislative changes.

- Onboarding new and existing municipal recycling coordinators (MRCs) and their designees to the role and educating them on their requirements as defined in the Morris County Solid Waste Management Plan and local ordinances.
- Aiding with management of the Municipal Tonnage, Recycling Enhancement Act, and Clean Communities Grant processes, along with other grant opportunities that may arise.
- Supporting budget tracking for the Division's projects and initiatives.
- Assisting with coordinating recycling collection contracts for new and existing municipal, commercial, and institutional customers, as well as serving as a liaison between the contract customer and the MCMUA.
- Performing compliance inspections and outreach to multifamily units, government locations, construction sites, institutions, and businesses to ensure recycling takes place and is sustained.
- Supervising MCMUA interns working on a variety of waste reduction projects.
- Providing stewardship for and assisting in managing the MCMUA's open space program.
- Other responsibilities designated as needed.

Required Qualifications and Skills:

The applicant must possess strong communication and customer service skills, be comfortable speaking to groups of various sizes on environmental topics in public, and demonstrate enthusiasm, stamina, creativity, and a commitment to inclusive community engagement. The applicant must be able to work independently but also collaborate with other members of the MCMUA team. This position requires proficiency with Microsoft Office, Canva, WordPress, social media, and other applications.

Education and Experience:

To be considered for this position, candidates must hold a bachelor's degree from an accredited college or university in a relevant field. While one year of experience in a sustainability or environmental science position is preferred, the MCMUA is willing to train candidates for the role. Additionally, candidates will be required to obtain and maintain the Certified Recycling Professional and Clean Communities Coordinator certifications through the Rutgers Office of Continuing Professional Education.

Compensation and Benefits: The starting salary range for this position is \$50,000 to \$60,000, commensurate with education and experience. The Morris County Municipal Utilities Authority offers a competitive benefits package.

Location and Schedule:

The candidate will primarily report to the MCMUA's main office in Wharton, NJ, Monday through Friday. This position will also require frequent visits to Morris County municipalities, schools, recycling facilities, and other off-site locations as needed, using a Morris County vehicle. The candidate must have a valid driver's license. Candidate must be available for occasional weekend and evening hours as needed.

How to Apply:

Please submit your cover letter, resume, and references to fwilson@co.morris.nj.us.

Questions regarding this posting can be submitted directly to amarrone@co.morris.nj.us.

The County of Morris is an Equal Opportunity Employer.