Finger Lakes ReUse Inc.
Staff Position Description – Summary and Qualifications

Job Title: Technical Assistance Program Manager **Reports to:** Chief Executive Officer

Duration: 1-2 years with the possibility to continue beyond, funding dependent.

Position Overview:
The U.S. Department of Agriculture (USDA) awarded Finger Lakes ReUse a Solid Waste Management Grant to implement community-driven reuse solutions to increase waste reduction in rural New York State communities.

The Technical Assistance Program seeks to create a more circular economy by keeping reusable materials and products in local circulation through collection, sorting, maintenance, repair, reuse, refurbishment, remanufacturing, upcycling, and recycling. The technical assistance program will deliver strategies, processes, and tools to local government officials, community organizations, businesses, residents, and/or entrepreneurs in rural communities in Central New York. Solutions developed will fit each community's unique needs and material diversion goals. The ReUse Technical Assistance Program Manager will achieve these goals through the following 5 key tasks:

- Engaging community stakeholders in identifying and prioritizing reuse enterprise opportunities;
- Developing and piloting data collection and assessment tools related to local materials with reuse potential;
- Training relevant stakeholders in reuse best practices through the coordination of hands-on technical assistance and professional peer-learning opportunities;
- Creating reuse action plans tailored to specific communities;
- Developing a publicly available Deconstruction Assessment and Reuse Toolkit.

Position Summary:
The Technical Assistance Program Manager will lead the implementation of this new initiative, including:
- Lead all phases of this technical assistance program, across multiple NYS rural communities
- Establish and support local working groups comprised of municipal leaders, non profits, subject matter experts, and community members (in each of the participating communities)
- Assist in developing content for and executing stakeholder engagement plans, including town halls, focus groups, and surveys
- Through collaboration with community members, identify and prioritize community-specific reuse challenges and opportunities
- Lead data collection and material flow/reuse potential analysis, including exploration of potential reuse center siting and recommended infrastructure improvements
- Lead development of community-specific reuse action plans for each of the participating communities
- Prepare all grant-related deliverables and documentation (ex: USDA quarterly financial and narrative reports)
- Lead creation of Deconstruction Assessment and Reuse Toolkit
- Identify additional funding opportunities to expand program reach
- Collaborate with partner organizations and consultants
- Supervise the Rural Reuse Technical Assistance Engagement Coordinator
- Communicate effectively with Finger Lakes ReUse leadership and program staff to coordinate efforts.

Required Qualifications:
- Bachelor's degree in Community Development or Planning, or 3-5 years of experience in community planning/organizing, project and program management, and interest in creating and developing circular economies and reuse systems.
- Ability to work independently without direct supervision.
- Ability to communicate professionally and effectively with staff, volunteers, trainees, customers, donors, and the public.
- Ability to identify and achieve goals independently, take proactive responsibility for needs, identifying and improving gaps in organizational performance.
- Strong writing skills and ability to clearly communicate data.
- Familiarity with spreadsheet tools
- Current New York Driver license preferred with a clean record and the ability to travel to Broome, Cayuga, Chemung, Chenango, Cortland, Delaware, Madison, Oneida, Onondaga, Otsego, Schuyler, Seneca, Sullivan, Tioga,

Preferred Qualifications:

- Direct experience with rural community development (including economic and workforce development)
- Demonstrated experience in solving practical problems in a changing work environment.
- Previous experience working in human services, volunteer coordination, and/or with reuse or retail operations.
- Weekend and occasional evening availability preferred

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation:

Hourly rate of $36-40.00 hourly, dependent on experience. This position is full-time (35 hours/week). This is an in-person & remote/hybrid position, with established in-person office hours, and ability to travel throughout Broome, Cayuga, Chemung, Cortland, Schuyler, Seneca, and/or Tioga counties.

Finger Lakes ReUse has a strong commitment to principles of justice, equity, diversity and inclusion, actively encourages applications from members of underrepresented groups, and is an equal opportunity employer. Candidates who share our commitment to creating an inclusive community space are encouraged to apply.

About Us:

Finger Lakes ReUse is a 501(c)(3) non-profit organization with a triple-bottom mission to enhance community, economy and environment through reuse. We work to engage all people in reuse activities and to serve as a model organization for other communities, contributing to local poverty relief, waste reduction and providing meaningful work opportunities at all skill levels. Finger Lakes ReUse operates two Community ReUse Centers in the Ithaca area: Cayuga ReUse CenterCenter at 2309 N Triphammer Rd and Ithaca ReUse Center at 214 Elmira Road. Both Centers feature quality household items, furniture, refurbished electronics and more at affordable prices. Purchases help support community programs including the ReSET job skills training program, eCenter computer refurbishment and repair program and the ReUse Community Fund, providing materials to local people facing crisis.

The Susan Christopherson Center for Community Planning (SCCCP) supports New York State communities in planning for a more equitable, climate-resilient built environment. SCCCP is a founding partner of CR0WD (Circularity, Reuse, and Zero Waste Development), a collaborative network advancing the circular construction economy.

Please email a letter of interest and resume to: jobs@fingerlakesreuse.org or **mail to:** Finger Lakes ReUse, Inc., 214 Elmira Rd., Ithaca, NY 14850. Full job description available at http://ithacareuse.org/employment/

Application Closing Date: Priority application date of 11/25/26. Applications will be accepted until the position is filled.