



# Program Assistant Opportunity

Do you have a passion for waste prevention? Are you looking for a job where you can make a difference in a collaborative environment? At The Great Exchange, our passion for what we do is our driving force. As part of this team your work will have a direct and positive impact on communities and organizations across the State and on our environment.

The Great Exchange facilitates new use opportunities for unneeded office and operating supplies, classroom and creative materials, office furniture, and small fixtures in new/like new condition at its facility in Devens, MA. Recovered resources are diverted from the waste stream and made available to schools, libraries, municipalities, nonprofits, and businesses with significant savings.

The Great Exchange is seeking a Program Assistant to support our exciting growth as we strive to preserve more valuable resources and benefit a greater number of establishments and institutions. This individual will assist the Program Administrator in the varied and busy day-to-day activities of The Great Exchange and will quickly gain full operational responsibilities. Starting pay for this full-time position is \$21/hour with 11 paid holidays and 15 sick days per year, along with two personal days and one week vacation, which increases after the first three years.

## Responsibilities:

- Assist with the collection and transportation of new inventory from donor sites
- Document new inventory and oversee the organization and display of items
- Identify and direct volunteer activities
- Support customer visits with tours, program overviews, resource inquiries, sales, and invoices
- Maintain pictures of inventory items on website
- Identify, promote, sell, and ship items using eBay and Facebook Marketplace
- Contribute to the identification and pursuit of operational efficiencies and growth opportunities

## Required Abilities:

- Valid driver's license and comfortable driving cargo van
- Capable of lifting and moving up to 30 pounds
- Effective verbal, written and personal communication skills
- Experience and comfort level with Microsoft Office Suite
- Experience and comfort level with social media tools
- Able to work independently, manage multiple priorities, and confidently resolve challenges

To learn more about The Great Exchange, visit [www.tgedevens.com](http://www.tgedevens.com). For more details about the position and to apply, email Program Administrator Amanda Lansing [amandalansing@tgedevens.com](mailto:amandalansing@tgedevens.com).

The Great Exchange is an innovative program hosted by the Devens Eco-Efficiency Center, a nonprofit with a mission to help industrial, commercial, and service entities improve the sustainability of their operations.