



## Job Description

### Green Dining Alliance Program Assistant

#### Position Description

The GDA Program Assistant's primary focus will be to support the GDA Program Manager in the execution of the Green Dining Alliance program. Together you will be the primary contacts for the organization to program participants and stakeholders.

#### Specific duties may include but are not limited to the following:

- Identify and recruit restaurant participants for GDA certification
- Schedule, audit and certify restaurants
- Research products, services and information to advance green dining goals
- Work with participating restaurants to develop tailored strategies for meeting program goals and advancing sustainable business practices
- Perform basic administrative duties to support the GDA program
- Participate in the development of outreach materials for restaurants and diners
- Organize data to complete audit reports and quarterly reports
- Respond to program inquiries
- Recommend updates of audit instrument
- Perform basic administrative duties to support the GDA program
- Assist with managing the Earth Day Café at the Earth Day Festival
- Contribute to the GDA's blog with original sustainability-related content
- Assist in maintaining earthday365's social media: Facebook, Twitter, Instagram, and LinkedIn
- Manage communication content as needed; such as blogs, press releases, social media messaging, etc.

#### Position Objectives

Build and support the program's presence within the St. Louis regional community and increase the recognition of the GDA as the primary regional third-party certifier of restaurant sustainability. Develop and implement strategies for greater efficiency and programmatic growth. Successfully recruit new participants, execute audits, and manage resources. Set quarterly program goals in the areas of diversion, participants, and outreach.

#### Supervision & Collaboration:

The GDA Program Assistant reports to the GDA Program Manager.

This is a part-time position about 20 hours/week based on flexible scheduling as needed to provide audits for restaurants with some occasional evening and weekend hours required. When weekend or evening work is required, flexible scheduling is available.



**Application candidate attributes and skills should include:**

Required

- Previous knowledge of and experience in the food service industry
- Proficiency in basic office software (Google Drive and Microsoft Office)
- Familiarity with the social media platforms: Facebook, Instagram, Twitter, and LinkedIn
- Strong writing, editing, and proofreading skills
- Demonstrated excellence in public speaking and creative problem-solving
- Demonstrated competency in completing internet research
- Detail-oriented; able to handle multiple tasks and to work independently
- Strong interest in/understanding of environmental issues
- Excellent time management skills
- Willingness to become an expert in green restaurant practices
- Ability to work weekends and evenings periodically
- Experience working with minority owned businesses and with communities of color.

Desired

- Bachelors or Masters degree in sustainability-related field
- LEED certified professional
- Experience in green building, and sustainable design and operations
- Previous knowledge of and experience in the food service industry
- Previous sales and consulting experience, ideally within the food service industry and/or sustainability fields
- Experience in coordinating and supervising others
- Ability to design simple graphics with Canva or other tools

Submit your cover letter and resume to [info@greendiningalliance.org](mailto:info@greendiningalliance.org).

