

## Position: Destination Zero Advisor II



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Position Classification:	Full Time / Non-Exempt
Position Reports to:	Director of Innovation
Position Supervises:	None

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### Position Summary

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At Ingenium, we are dedicated to providing organizations with tailored sustainability solutions to waste management challenges. By focusing on waste reduction, circular economy principles, and sustainable supply chain management, we help clients across various industries reduce waste, increase efficiency, and achieve sustainability targets. In our commitment to creating a more sustainable future, we are seeking a motivated and skilled Destination Zero Advisor to join our growing team.

As a Destination Zero Advisor II, you will collaborate closely with our Destination Zero Program Manager to deliver, refine, and enhance our zero waste program offerings, including data analysis, research, and partnership opportunities. You will work directly with our client organizations to provide guidance and support in defining waste-related targets, developing processes, engaging employees, and ultimately achieving their sustainability goals. This may involve conducting waste assessments and surveys, preparing client reports, developing sustainable strategy and policy, creating certification roadmaps and applications, delivering sales presentations, providing client training, and encouraging the adoption of environmentally conscious practices and policies.

This role requires an individual who possesses exceptional initiative, strong communication and writing skills, superior analytical abilities, and outstanding attention to detail. We are seeking a self-starter who is committed to providing value to our clients, achieving exceptional results, and driving positive change.

### Responsibilities

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Duties include but are not limited to the following:

#### Essential functions

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- Act as a lead point-of-contact for Destination Zero clients, supporting all aspects of project development from initial assessment to certification.
- Assist with planning client assessments, including acquisition of labor, materials, and supplies.
- Conduct client waste-flow mapping, engagement surveys, interviews, and physical waste audits.
- Analyze client data and cross-analyze quantitative and qualitative data to identify trends, patterns, challenges, and opportunities.
- Identify and prioritize recommendations and strategies related to resource management, waste reduction, diversion, and environmental initiatives.
- Conduct supply-chain analysis and engage client supply chains for transparency, material accountability,

sustainable alternatives, and new partnership opportunities.

- Contribute to the development of client-specific sustainability policies, procedures, waste tracking, and trainings resources.
- Create and deliver client reports and presentations, communicating project progress, results, and recommendations effectively.
- Coordinate with client custodial partners, waste vendors, and other stakeholders to ensure successful outcomes.
- Research and refine knowledgebase of reduction, recycling, and upcycling technologies.
- Identify and research new client partnerships and prepare proposals, leveraging industry knowledge and relationships.
- Build and maintain relationships with clients and vendors, acting as a trusted advisor and advocate for sustainability.
- Collaborate with Destination Zero and other related Ingenium services team members.
- Network with sustainability, waste management, and zero waste associations, committees, leaders, and strategic partners.
- Assist in creating and refining program offerings to improve efficiency and execution.
- Prepare and deliver external sales presentations, promoting the company's services and capabilities.
- Deliver tasks and projects on-schedule, on budget, and to a high level of quality.
- Domestic travel necessary (+/-25%-50%).
- Perform other related duties as assigned by supervisor.

#### Non- Essential functions

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- Comprehend basic hazardous waste and related industry experience.
- Retain knowledge of all Ingenium services, types of documentation, and vendors.
- Actively participate with Ingenium's open-book management.
- Participate in non-program relevant committees.
- Research and development of special projects for future innovation programs.

## Qualifications and Experience

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- 5+ years of experience in sustainability, zero waste, or other related resource management .
- Background in sales processes and pipeline preferred.
- Strong analytical skills, ability to think strategically, analyze and synthesize diverse qualitative and quantitative data and information.
- Exceptional organizational skills with high attention to detail and accuracy.
- Moderate to advanced-level proficiency in the use of Microsoft Office programs—comfort with complicated Excel formulas, pivot tables, etc., plus ability to present information succinctly and visually in PowerPoint; sophisticated data analysis a plus.
- Ability to communicate ideas clearly and confidently, articulate issues, and recommend solutions.
- Resourceful, creative, self-motivated, and strong work ethic.
- Ability to work independently, while also collaborating effectively with team members and clients to achieve project goals and objectives.
- Adept at time management and able to work within finite deadlines.

- Must be able to be entrusted with confidential information.
- Capable of regularly using good judgment and problem-solving skills to accomplish goals.
- Excellent communication skills including written, verbal, and active listening are essential.
- Experience leading a project team and supervising temporary project staff.
- Must have positive attitude.
- Ability to project a calm and professional demeanor regardless of the type of environment.
- Trustworthy, honest, respectful, and flexible.
- Comfortable with software and technology.
- Experience with GHG emissions data, Life cycle analysis (LCA), and ESG reporting a plus.
- Must have a valid driver's license and 3 years of driving experience in operation of the vehicle class type required for this position.
- Must have a clean DMV driving report.

## Core Competencies

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### Technical Capacities

The ability to demonstrate depth of knowledge and skill in a technical area. Effectively applies technical knowledge to solve a range of problems. Possesses an in-depth knowledge and skill in a technical area. Develops technical solutions to new or highly complex problems that cannot be solved using existing methods or approaches. Is sought out as an expert to provide advice or solutions in their technical area. Keeps informed about cutting-edge technology in their technical area. Demonstrates the appropriate level of proficiency in the principles and practices in one's profession. Demonstrates a commitment to continuous improvement, to include understanding and application of technology (equipment, processes, hardware, and software). Has ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

### Problem Solving/Analysis

The ability to tackle a problem by using a logical, systematic, sequential approach. Makes a systematic comparison of two or more alternatives. Notices discrepancies and inconsistencies in available information. Identifies a set of features, parameters, or considerations to consider, in analyzing a situation or planning. Approaches a complex task or problem by breaking it down into its component parts and considering each part in detail. Weighs the costs, benefits, risks, and chances for success, in deciding. Identifies many possible causes for a problem. Carefully weighs the priority of things to be done.

### Communication

They have strong communication skills. They provide regular updates to their managers and communicate the status of their projects to both managers and coworkers. If they discover an issue, they ask for help when necessary and present potential solutions while discussing with their manager. They have strong verbal and written communication skills and are adept and knowing which form of communication should be used in each situation. They communicate and provide transparency. Information must be open and accessible for every team member. This provides the environment for people to feel confident, supported, and empowered. Shares the vision -the vision that the team is collectively working to achieve. This gives every team member a shared goal to work toward and helps define the role every person can play in making it a reality. Influences. Has a range of communication skills that meet the needs of a diverse organization or community. An increased ability to resolve conflicts.

### **Strategic Thinking/Innovation**

Develop an approach to the marketplace. Continually manage and upgrade processes, and measure performance. A value creator who is instrumental in facilitating idea exchanges in collaboration with clients.

### **Attention to Detail and Accuracy**

Accuracy is key with data. Data Information Specialists must become experts at self-review by coming back to their work as a reviewer would to find any mistakes before finalizing and sending to the customer. Performs tasks precisely and according to standards and procedures, and without errors. Proofreads work produced and/or checks products and services delivered thoroughly before handing it on to others, to eliminate waste. Maintains complete and precise records of work produced. Evaluates all data used in producing work thoroughly, to ensure reliability and accuracy. When issues present themselves, consults with others to ensure he/she has resolved them in the appropriate way. Enhances and/or maintains quality and service.

### **Customer Focus**

Sees the customer's perspective/empathy. Exceeds customer's expectations and foresees problems. Is proactive with continuous improvement and attends to the details. Is thorough and informative and proactively identifies the best communication method. Provides service excellence to internal and/or external clients. Committed to the entire customer experience and going beyond meeting basic customer requirements to deliver those unique features and characteristics that are most important to the customer and differentiates Ingenium from its competitors. Formulates strategies and processes to evaluate emerging and longer-term opportunities and threats to meeting clients' needs. Determines strategic business direction to best meet clients' evolving needs. Evaluates the client service model and service standards to identify areas for improvement.

### **Adaptability/Flexibility**

Openness to different and new ways of doing things; willingness to modify one's preferred way of doing things. The Data Specialist is able to see the merits of perspectives other than their own. Demonstrates openness to new organizational structures, procedures, and technology. Switches to a different strategy when an initially selected one is unsuccessful. Demonstrates willingness to modify a strongly held position in the face of contrary evidence.

### **Time Management**

Employees use time to their advantage. They schedule specific times to complete tasks, avoid procrastinating, prioritize their tasks in line with department deadlines and goals, start their most difficult tasks first thing in the morning, follow up on requests, and use downtime for planning and preparation. They break up projects into specific action steps and keep the process moving. They keep organized records for quick reference when completing tasks. A large part of time management for employees is to understand the scope of a project before beginning work on it. Top employees understand their tasks, why they are performed, and how they fit into the big picture.

### **Teamwork**

As a team member, the ability and desire to work cooperatively with others on a team; as a team leader, the ability to demonstrate interest, skill, and success in getting groups to learn to work together.

## Education and Certifications

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- B.A., B.S. degree in environmental science, sustainability, data management, communications, or functional equivalent is preferred.
- TRUE Advisor certification a plus.

## Physical Demands

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a remote home-setting.
- Moderate to frequent travel is expected for business purposes.
- While performing the duties of this job, the employee is required to walk 10% of the time, stand 10% of the time and sit 80% of the time.
- Audits and mapping involve lifting and sorting trash and commodities, up to 50 pounds.
- Employee may use computer, phone, copier and other office equipment in the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch, and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.

## Environment

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Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot, or cold temperatures. The noise level in the work environment is moderate.

## Work Schedule

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This employee will be required to work a minimum of forty (40) hours per week or as many hours as it may take to perform above job duties. Schedule may vary based on business demands and will require a combination of office hours as well as work performed after hours and/or weekends. Travel is expected.

## Acknowledgement for Receipt of Job Description

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I have received a copy of this Job Description and have read and understand its contents. I understand that if I have any questions pertaining to this job description or my overall job duties, I will consult my supervisor immediately. Furthermore, based on business demands, I understand that the company may revise my duties at its discretion.

Position Title:	Destination Zero Advisor II
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Position Reports to:	Director of Innovation
Position Supervises:	None

### Employee Information

Employees Name:	
Employee Signature:	
Date:	

### Supervisor Information

Supervisors Name:	
Supervisors Signature:	
Date:	