

Region 6 Solid Waste Management

EDUCATION COORDINATOR

Region 6 Solid Waste Management promotes solid waste-resource education and diversion initiatives for its partner municipalities in West Hants region, Lunenburg County, Queens County and Shelburne County.

An Education Coordinator is immediately required to support residents and businesses within our stakeholder municipalities on all waste management initiatives.

DUTIES AND RESONSIBILITIES:

- Works cooperatively with the Regional Coordinator and municipal stakeholders to address education and compliance requirements as the first step in promoting compliance with municipal solid waste bylaws
- Assists municipal staff in preparation and staffing of displays at special events and festivals
- Works cooperatively with Enforcement staff on compliance related matters
- Organize and chair meetings of the municipal educators as needed to ensure coordination and effective implementation of regional activities/programs
- Assists and advises business and property owners with issues unique to their business/property
- Assists IC&I businesses in complying with provincial bans and municipal solid waste bylaws
- Develop and conduct (in consult with municipal partners) information sessions and/or facility tours for special interest groups as needed
- Develop and implement special communication and education projects such as contests and awareness programs for Compost Awareness Week, Waste Reduction Week, Environment Week, etc. as required
- Assists with promotional ideas and events, community outreach events as per terms of the Divert NS provincial education contract
- Liaise with Divert NS staff on communication and education programs
- Performs presentations/workshops to schools, food services, community groups and apartment complexes
- Assist municipal stakeholders with illegal dumping and littering programs when needed
- Other duties as assigned

QUALIFICATIONS:

- Community college diploma or university bachelor's degree with an environmental focus, or equivalent experience

JOB SPECIFIC KNOWLEDGE AND ABILITIES:

- Strong interest and knowledge of solid waste issues
- Ability to plan and efficiently execute an independent work plan
- Excellent communications skills (verbal and written), preferably with experience communicating compliance related issues with the public

- Ability to communicate effectively with a wide range of people, particularly with business operators, but also including the general public, seniors, university students, high school students, and elementary school children
- A thorough knowledge of and comfort working with social media engagement (such as FaceBook, Twitter, Instagram)
- Creativity with regards to the design and implementation of active and passive public presentations of all types
- A valid driver's license; class 5
- A reliable vehicle

HOURS OF WORK: Monday – Friday; 8:30am - 4:30 pm, 35 hours per week with flexibility to offer some evenings and weekends in lieu

SALARY: starting at \$47,385 (based on experience)

WORK LOCATION: 45 School St., Mahone Bay

CLOSING DATE: Applications will be received up to midnight on Sunday, March 22, 2020

Please forward your covering letter and resume to:

Email: Valda.Walsh@Region6SWM.ca

or by Canada Post to:

Region 6 Solid Waste Management

ATT: Valda Walsh

PO Box 639

Mahone Bay, NS

B0J 2E0

We thank all applicants for their interest in this position. Only those applicants selected for an interview will be contacted.



JOB DESCRIPTION

*Region 6 Solid Waste Management
 PO Box 639 45 School Street
 Mahone Bay Nova Scotia B0J 2E0 624-1339*

Position Title:	<u>EDUCATION COORDINATOR</u>
Classification:	<u>Full Time</u>
Probationary Period:	6 months
Salary:	Starting at \$47,385 (Commensurate with experience)
Reporting to:	Regional Coordinator

Duties:

The primary work of the Education Coordinator is to support stakeholder municipality residents and businesses on all waste management initiatives. The educator also provides guidance and coordination to the outreach staff at each stakeholder unit. To deliver the Divert NS Regional Education Contract, writing and submitting reports as required and attending designated education meetings.

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AMMENDED: March 4, 2020