



## Employment Opportunity Education Coordinator – Full Time (Term – 11 Months)

The Valley Region Solid Waste-Resource Management Authority (Valley Waste-Resource Management), an inter-municipal organization providing solid waste-resource services for the Municipality of the County of Kings and the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville, is seeking candidates to fill the full-time position of **Education Coordinator**.

The Education Coordinator reports to the Communications Manager and will assist with the coordination and provision education to businesses and citizens with regard to the activities falling under the umbrella of services offered by the Valley Region Solid Waste-Resource Management Authority. While not all encompassing, the Education Coordinator will also:

- **Become thoroughly familiar with VWRM Occupational Health and Safety Policies and Safe Work Practices, especially those pertaining to Education Coordinator activities and overall operations.**
- **Provide Superior Customer Services:**
  - Participates in discussions with other VWRM staff to learn about current source-separation compliance levels in the business and residential sectors, to determine which sub-sectors and/or areas of the Region being served may need attention;
  - Become familiar with the varied sectors and types of businesses as well as the private waste collection haulers that service them;
  - Work with other VWRM staff, especially the inspection staff for follow-up on cases identified during inspections;
  - Become familiar with the Waste-Resource Management Bylaw and Provincial Regulations pertaining to source separation of waste-resources;
- **Duties**
  - Works cooperatively with administration office and management centre staff to address the educational and compliance requirements in promoting compliance with Valley Waste-Resource Management policies and Bylaw;
  - Effectively educates residents and businesses on waste management issues as the first step in promoting compliance with VWRM policies and bylaw.
  - Performs presentations/workshops, as per the terms of the Regional Education Contract with Divert NS;
  - Assists with promotional ideas and community outreach events;
  - Prepares and forwards cases requiring enforcement to the Bylaw Enforcement Officer;
  - Works to develop educational materials and advertising to raise awareness of waste reduction and waste-resource management regulations with focus on diversion targets and issues;
  - Undertakes pro-active measures such as mass mailings, site visits and special events as a means of providing waste reduction and recycling education.

**The successful incumbent will have:**

- Community College diploma or University Bachelor's Degree preferably with an environmental, social or legal focus; or equivalent experience along with a strong interest and knowledge of environmental issues;
- Ability to plan and efficiently execute an independent work plan based on a foundation of excellent verbal, written and presentation-based communications skills;
- Superior time management and organizational skills and familiarity with the Microsoft Office Suite of programs;
- 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 and elementary school students;
- Valid Nova Scotia Driver's License

Hours of work vary but typically are Monday-Friday, 8:30am – 4:30pm. Valley Waste-Resource Management offices are located at 90 Donald E. Hiltz Connector Road, Kentville, Nova Scotia. Please submit your written application by **4:30pm, local time, Thursday, July 22, 2021**. Please merge your cover letter and resume into one document. **Submissions should outline the applicant's education, past experience, training and other related qualifications that would allow the applicant to successfully perform the duties of the position.**

**To Apply:**

- Please demonstrate in your application how you meet the above qualifications.
- To apply for this position, please e-mail your application (cover letter/resume) to: [careers@vwr.com](mailto:careers@vwr.com) or drop off a copy of your application in person.
- Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in termination of your employment. Checks may include one or all of the following: references, employment verification, criminal background and education. You may be asked to demonstrate your skills using Microsoft Excel and Word.

The Authority sincerely thanks all applicants but only those selected for an interview will be notified.