



# Career Opportunity

## Education Coordinator-Full time

**The Valley Region Solid Waste-Resource Management Authority (Valley Waste-Resource Management)** is a regional solid waste-resource management authority under the Environment Act. The Authority operates in the municipal solid waste system in the Valley Region. Valley Waste is seeking candidates to fill this permanent, full-time position of **Education Coordinator**.

Reporting to the Communications and Human Resource Manager, the Education Coordinator will be part of the Communications and Enforcement Team. This dynamic role focuses on inspiring waste reduction through behavioural change and public education. Key responsibilities include:

### Key Areas of Responsibility

#### Health & Safety

- Adhere to all occupational health and safety policies, procedures, and best practices.

#### Operational

- Learn and apply the Valley Waste-Resource Management Bylaw, related directives, and applicable provincial regulations.
- Develop a working knowledge of both contracted and private waste collection services.
- Participate in team discussions to stay informed on compliance trends across all sectors.

#### Educational

- Educate residents and businesses about proper waste management practices to support compliance with bylaws and regulation compliance.
- Deliver engaging presentations, workshops, and facility tours to Industrial, Commercial & Institutional (IC&I) sectors, schools, community groups, apartment complexes, and private road associations.

#### Community Relations

- Implement and support the region's education and outreach plan.
- Develop and distribute educational materials like newsletters, brochures, and online resources.
- Assist with community events and promotional initiatives.

#### Compliance Support

- Monitor and support compliance efforts in collaboration with administrative and operations staff.
- Maintain accurate, organized records of complaints and compliance cases.
- Refer enforcement cases to the Bylaw Enforcement Officer when necessary.

#### Working Conditions

- This position involves a combination of office-based and fieldwork. The Education Coordinator will be required to work in and around the waste transfer station and other operational sites while adhering to safety protocols. The role also includes transporting educational materials and setting up for events, which requires the ability to lift and carry objects weighing up to 25 kg. Work may take place outdoors in varying weather conditions, including during community cleanups, site visits, and public outreach events.

### Qualifications

- A university degree or college diploma with a focus on environmental studies, community development, or equivalent experience.
- Seeking highly motivated, creative, and innovative thinkers!
- Strong knowledge and interest in environmental issues.
- Ability to independently plan and execute work, with creativity in developing both active and passive public education approaches.
- Excellent verbal and written communication skills, with the ability to effectively engage diverse audiences.
- Proficiency in Microsoft Office 365 and Canva (or similar graphic design software).
- Familiarity with mapping tools and systems.
- A valid Nova Scotia driver's license.

### Compensation & Benefits

This is a full-time, permanent position with a competitive salary scale of \$55,914.49 to \$71,471.98 and a benefits package, including an 8% employer/employee-matched pension plan.

### How to Apply

- Please merge your cover letter and resume into a single document and email it to: [careers@vwrm.com](mailto:careers@vwrm.com)
- Applications should demonstrate how you meet the qualifications listed above, including relevant education, experience, and training.
- The position will remain open until a suitable candidate is selected.

Note: Offers of employment are conditional upon the successful completion of applicable background checks and credential verification. These may include reference checks, employment history, criminal record, and education verification.

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