



Career Opportunity

Education & Inspection 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 and Inspection Coordinator**.

Reporting to the Communications and Human Resource Manager, the Education and Inspection 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

Education & Public Engagement

- Deliver presentations, workshops, and tours for schools, tenant groups, businesses, and community organizations.
- Develop and maintain educational materials (newsletters, calendars, brochures, social media, etc.).
- Represent VWRM at public events and assist in organizing outreach activities.
- Support team-wide education campaigns and collaborate on new programming.

Apartment & Multi-Unit Enforcement

- Inspect waste storage areas in apartment buildings and multi-unit dwellings for compliance with VWRM bylaws.
- Educate property owners, superintendents, and tenants about proper waste practices and follow up on violations.
- Document and monitor repeated issues; refer cases to enforcement if necessary.

Inspections (Residential and IC&I)

- Conduct inspections on incoming loads to check for sorting violations.
- Provide educational feedback via letters or visits and escalate repeat non-compliance when needed.
- Collaborate with haulers and internal staff to track patterns and resolve issues.

Team Support & Hotline Coverage

- Work closely with the Education Team on joint projects and community-wide campaigns.
- Provide backup coverage for the Hotline, answering inquiries and providing clear waste-related guidance to residents.
- Assist the Communications & HR Manager and other team members as needed.

Operational Support

- Participate in cleanup efforts and address common issues on private roads.
- Assist with operations at the Reuse Centre, including occasional shifts and special events.
- Handle education materials and event equipment, including transporting items up to 25 kg.

Administrative & Recordkeeping

- Maintain accurate records for all inspections, education contacts, complaints, and follow-ups.
- Utilize mapping tools, databases, and Microsoft 365 for documentation and communications.
- Support reporting and data collection for Divert NS and internal performance tracking.

Health & Safety

- Follow all Occupational Health and Safety policies, use Personal Protective Equipment appropriately, and ensure safety protocols are followed at all sites.
- Stay informed about safety procedures at transfer stations and while working in the field.
- Work with other staff to identify target areas for education or inspection based on trends or complaints.

Qualifications

- High school diploma required; diploma or degree in Environmental Studies, Communications, or related field preferred.
- Strong interest in waste management, education, and environmental sustainability.
- Experience with public education, inspections, or community programming preferred.
- Excellent written and verbal communication skills; comfortable speaking with diverse audiences.
- Ability to work independently and as part of a collaborative team.
- Strong computer skills (Microsoft 365 required; Canva).
- Comfortable conducting outdoor inspections and handling waste when necessary.
- Ability to lift and transport up to 25 kg.
- Valid Nova Scotia driver's license required.

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: careersevwrm.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.