



Employment Opportunity: Communications and Human Resources Manager Full Time

The Valley Region Solid Waste-Resource Management Authority (Valley Waste-Resource Management), located in the beautiful Annapolis Valley, is a regional solid waste-resource management authority under the Environment Act. The Authority operates the municipal solid waste system for 7 municipalities in the Valley Region.

Valley Waste-Resource Management is seeking an energetic, enthusiastic and resourceful candidate to fill the full-time position of **Communications and Human Resources Manager** based in the Administration Office located in Kentville, Nova Scotia.

The Communications and Human Resources Manager reports to the General Manager and should be prepared to perform the key functions of the position, some of which are listed below:

- General communications encompassing print, radio and digital media,
- Contract and services administration overseeing a variety of associated contracts,
- Targeted education and communications to include the completion of any associated funding applications and acts as liaison with associated external agencies,
- Development of effective and transformative educational communications with partner organizations and internal team,
- Manages the education team to include professional development coaching and mentoring, performance monitoring in keeping with established policy,
- Provides organizational human resource management adhering to established policy and standards to include all internal human resource management functions and record keeping in consultation with the General Manager and other senior Managers,
- Participate in financial and procurement activity to include the preparation of annual budgets, signing authority and the creation and release of procurement documents,
- Participates in policy development in consultation with the General Manager and other members of the Management Team,
- Flexibility, creativity, and well-honed organizational skills are critical to successfully fulfilling this role.

The successful incumbent will have:

- Experience with and a knowledge of solid waste-resource management
- Outstanding leadership and management skills
- Excellent problem solving and data analysis skills
- Excellent communications skills, both oral and written
- Knowledge of current graphic design, word processing and spreadsheet software in Microsoft 365
- A College Diploma or University Degree with an environmental specialty or equivalent experience
- Human Resources Management skills
- A valid Nova Scotia Driver's License.

This is a middle-management position based on a 35-hour work week. Compensation includes a competitive annual salary with a scale of \$74,000 to \$96,200 and comprehensive benefits and pension plans. This recruitment will remain open until the successful candidate is found. 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@vwrn.com or drop off a copy of your application in person at the offices of Valley Waste-Resource Management located at 90 Donald E. Hiltz Connector Road, Kentville, Nova Scotia.
- 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 the following: references, employment verification, criminal background check; vulnerable persons clearance check and education confirmation.

The Valley Region Solid Waste-Resource Management Authority thanks all candidates for their interest; however, only those selected for an interview will be contacted.