



Career Opportunity Education Coordinator – FULL TIME

The Valley Region Solid Waste-Resource Management Authority (Valley Waste-Resource Management), an inter-municipal organization providing solid waste-resource services for the Municipalities of Annapolis and 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 & Human Resources Manager and plays an important role in supporting waste-resource education, community engagement, and public awareness initiatives throughout the region. This position helps residents, businesses, schools, community organizations, and other stakeholders better understand waste-resource management programs and provides the knowledge and resources needed to improve participation in diversion programs.

This is a dynamic position that combines education, communication, relationship building, and project coordination. The successful candidate will develop and deliver educational initiatives, presentations, workshops, and outreach activities; create and update educational resources; respond to public inquiries; support community events; and work collaboratively with internal teams and external partners to encourage positive waste-resource management practices.

For more information about the position, including key responsibilities, compensation and benefits, workplace culture, and the recruitment process, please review the [Education Coordinator Opportunity Brief](#).

The successful incumbent will have:

- Post-secondary education in environmental studies, education, communications, public relations, business administration, or a related field; or an equivalent combination of education and relevant experience
- Strong verbal and written communication skills, with the ability to develop and deliver engaging educational content to a variety of audiences;
- Excellent interpersonal and relationship-building skills, with the ability to work effectively with residents, students, businesses, community groups, and other stakeholders;
- Experience developing and delivering presentations, workshops, training, or public education programs would be considered an asset;
- Strong organizational skills with the ability to coordinate multiple projects, maintain accurate records, and manage competing priorities;
- Creative problem-solving skills and the ability to develop effective communication tools and resources;
- Familiarity with waste-resource management programs, environmental initiatives, or sustainability education would be considered an asset;
- Proficiency with Microsoft Office Suite and the ability to learn organizational databases, communication platforms, and software systems;
- Valid Nova Scotia Class 5 Driver's License.

This is a full-time position including a comprehensive benefits program. Hours of work are typically Monday-Friday, 8:30 am-4:30 pm, with occasional evenings or weekends required to support community events, presentations, or operational needs. Valley Waste-Resource Management offices are located at 90 Donald E. Hiltz Connector Road, Kentville, Nova Scotia.

Applicants are encouraged to review the [Opportunity Brief](#) and demonstrate how their education, experience, skills, and interests align with the position.

To Apply:

- Please submit your cover letter and resume as one document outlining your qualifications and experience relevant to this opportunity.
- Applications may be submitted by email to careers@vwrm.com or delivered in person to the Valley Waste-Resource Management office.
- To access a full job description, please email careers@vwrm.com
- Accommodation is available throughout the recruitment process. Applicants requiring accommodation are encouraged to identify their needs during the application process.

Offers of employment are conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include references, employment verification, criminal background checks, and education verification. Candidates may be asked to demonstrate skills.

Valley Waste-Resource Management sincerely thanks all applicants for their interest; however, only candidates selected for an introductory call or formal interview will be contacted.