



Career Opportunity Education & Inspection 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 & Inspection Coordinator**.

The Education & Inspection Coordinator reports to the Communications & Human Resources Manager and plays an important role in supporting waste-resource education, community engagement, and compliance initiatives throughout the region. This position works with residents, businesses, property managers, collection contractors, private haulers, and internal teams to promote proper source separation practices, improve diversion outcomes, and support compliance with Valley Waste-Resource Management policies and regulations.

This is a dynamic position that combines education, relationship building, field inspections, communication, and problem-solving. The successful candidate will be responsible for supporting education initiatives, conducting inspections and follow-up activities, responding to inquiries and concerns, maintaining accurate records, and working collaboratively with stakeholders 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 & Inspection 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 communicate technical, regulatory, and compliance-related information clearly and effectively;
- Excellent interpersonal and relationship-building skills, with the ability to work collaboratively with a variety of stakeholders including residents, businesses, contractors, and community partners;
- Strong organizational skills with the ability to manage multiple priorities, maintain accurate records, and work independently;
- Experience in education, community outreach, compliance, inspections, customer service, or a related field would be considered an asset;
- Familiarity with waste-resource management programs, environmental initiatives, or regulatory requirements would be considered an asset;
- Proficiency with Microsoft Office Suite and the ability to learn organizational databases 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.