

WASTE DIVERSION PROGRAM MANAGER JOB DESCRIPTION

Reporting to the Executive Director, the Waste Diversion Program Manager will be responsible for a variety of duties associated with providing solid waste and waste diversion programs and education throughout the Western Valley Region, which stretches from Forest City to Nictau. The individual will serve as a point of contact for waste and recycling related inquiries and will work to manage and modify existing programs and create new diversion programming. The individual will also be responsible for public promotion and communication related to waste diversion initiatives, which will require regular travel throughout the region. Strong oral and written communication skills are a necessity, as the position is responsible for marketing and promotion of the Commission's programs.

Position Duties:

- Attend WVRSC Solid Waste Committee Meetings;
- Attend Board, Council, and other meetings as required;
- Develop public communication campaigns, advertising, and promotional materials;
- Host public open houses to educate and inform the public on waste diversion initiatives;
- Manage the Regional Curbside Recycling Collection program;
- Liaise with Municipal Staff, community organizations and Provincial Government Departments;
- Liaise with recycling contractors, transfers station contractors, and landfill site staff;
- Develop and manage waste and diversion related content of the commission website;
- Perform other assigned duties.

Skills:

- Self-motivated;
- Strong and confident public speaker;
- Able to work independently with little supervision or within a team;
- Superior communication skill, oral and written;
- Able to manage numerous project simultaneously;
- Able to learn on the job;
- Problem solving and critical thinking skills;
- Dedication to or a keen interest in the environment and recycling.

Education & Experience:

- Minimum education requirement: Bachelor of Arts;
- Further education is considered an asset;
- Previous experience in recycling management would be an asset but not a requirement;
- Work experience in public promotion, communications, and marketing would be considered an asset.

Hours of Work:

The position will require the successful individual to be available to work evenings and weekends as required in addition to typical business hours.

Requirements:

The successful individual will be required to have a personal cell phone and to provide their own reliable transportation, as travel through the region is required.

Candidates may apply by mail or in person at the Commission office located at 3143 Main Street, Unit #2, Centreville, E7K 3E8 or by email to hr@rsc12.ca.