

# WASTE DIVERSION MANAGER JOB DESCRIPTION

Reporting to the CEO or Designate, the Waste Diversion Manager will be responsible for a variety of duties associated with providing solid waste and waste diversion programs and public education throughout the Western Valley Region. The individual will serve as a primary point of contact for waste and recycling related inquiries and will work to manage and modify existing programs and create new waste diversion programming. The individual will be responsible for public promotion which will require occasional travel throughout the region and province. Strong oral and written communication skills are a necessity, as the position is solely responsible for marketing and promotion of the Commission's recycling and waste diversion programs, as well as programs governed by Recycle NB and the Province.

## **Position Duties:**

- Develop robust public communication campaigns, advertising, and promotional materials;
- Host public open houses, attend tradeshow to educate and inform the public on waste diversion initiatives;
- Participate in local school events (eg. trash tracker sessions ) and lead recycling information sessions and group tours at the recycling sorting facility in Woodstock;
- Manage the Regional Curbside Recycling Collection program;
- Manage the region's Annual Household Hazardous Waste collection events
- Oversee the region's Christmas tree recycling program
- Liaise with Municipal Staff, Department of Environment and Local Government and a variety of community organizations and partners;
- Liaise with recycling contractors, transfers station contractors, landfill site staff and waste managers;
- Develop and manage waste and diversion related content for the Commission's website;
- Develop projects, funding applications and reports for the Environmental Trust Fund
- Coordinate WVRSC Solid Waste Advisory Committee Meetings;
- Attend Board, Council, and other meetings as required;
- Other assigned duties as required.

## **Skills:**

- Self-motivated;
- Strong and confident public speaker;
- Able to work independently with minimal supervision or within a team;
- Superior customer service and communication skills, oral and written;
- Able to manage numerous project simultaneously;
- Able to learn quickly on the job;
- Problem solving, progressive and critical thinking;
- Relationship management and diplomacy skills;
- Dedication to or a keen interest in the environment, recycling, composting, waste diversion

## **Education & Experience:**

- Minimum education requirement: Bachelor of Arts, Business or Communications Degree
- Previous experience in recycling or waste management is an asset but not a requirement;
- Experience in marketing, communications, design, social media would be an asset.

## **Hours of Work:**

The position will require the successful individual to be available to work occasional evenings and weekends as required in addition to typical business hours M-F, 8-4. The salary scale for the position is \$45,000 – \$55,000 annually plus benefits.

## **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 to 3143 Main Street, Unit #2, Centreville, E7K 3E8 or by email to [hr@rsc12.ca](mailto:hr@rsc12.ca).