



Eastern Region
SOLID WASTE
Management

EMPLOYMENT OPPORTUNITY

Regional Coordinator/Educator

Eastern Region Solid Waste-Resource Management Committee (Region 2A)

Regional Coordinator/Educator Reporting Structure:

The Eastern Region Solid Waste-Resource Management Committee 'ERSWRC' is comprised of the municipal units in Region 2A (County of Antigonish, District of Guysborough, District of St. Mary's, Town of Antigonish and Town of Mulgrave). ERSWRMC is funded by these municipal units and Divert NS. The position of Regional Coordinator was created to provide technical and administrative support, and to coordinate programs to achieve provincial and regional waste-reduction requirements/goals.

The Regional Coordinator/Educator reports directly to the ERSWRMC and is responsible for both administration and operations including the design, implementation, communication, monitoring, compliance and reporting of waste reduction and litter programs. The Regional Coordinator/Educator must ensure municipal units are kept informed of any changes/initiatives at the Provincial level in the waste-resource management field. This information is often shared at provincial committee meetings.

The position is also responsible for the day-to-day management of one Compliance Officer who reports to this position and for the administration of the Divert NS Enforcement Contract. A large portion of the requirement includes the administration and implementation of education programs to promote waste reduction to fulfill region needs and deliverables as required through the Regional Education contract with Divert NS.

Regional Coordinator Duties:

Under the general direction of the ERSWRMC and in accordance with established policies, the position shall perform duties within Region 2A and those requiring outreach to organizations outside Region 2A.

Specific Regional Coordinator/Educator Duties:

Within Region 2A:

Municipal waste-resource support is provided by this position through:

- Reports and technical advice to ERSWRMC with respect to smooth and effective planning and implementation of waste diversion programs.
- Advice and assistance to individual municipal units to achieve provincial/regional requirements/goals.
- Administration of Divert NS funding programs and regional contracts such as the Regional Coordinator, Education and Enforcement contracts and others that may be created from time to time.
- Administration and assistance to municipal units with the completion of related funding reports and applications.
- Identifying sources of funding from Divert NS and other public and private sector agencies for regional/local waste reduction programs or special projects and as required complete the funding application.

- Identifying and analyzing the effects of the implementation of any emerging Divert NS policy or change to Provincial legislation on ERSWRMC, Region 2A, and individual municipal units.
- Monitoring Region 2A and municipal unit diversion rates and monitor changes with the solid waste industry.
- Identifying alternative/innovative waste reduction programs, conducting a feasibility analysis and recommendation based on findings.
- Responding to any related request by ERSWRM or a municipal unit.
- Maintaining a directory of public agencies and private waste diversion/reduction businesses active in Region 2A.
- Manage and create content to regularly update the Region website and social media pages.
- Provide municipal units with any necessary program changes or updates for changes to hotline information or for newsletter placement.

Specific to the Divert NS Education Contract:

- Create and deliver the annual contract including the education plan submitted for the annual Divert NS Regional Education Contract which includes Divert NS and Region priority areas of focus with deliverables across all sectors, including residential and ICI (institutional, commercial, and industrial).
- Attend Regional Education meetings and events as required by the contract.
- Enter education reports online as required by Divert NS.

Ensure programs operated on a regional basis are functioning effectively:

- Coordinate ERSWRMC monthly meetings and preform all administrative duties.
- Facilitate communications with the ERSWRMC and the appropriate department or agency regarding provincial stewardship programs and any waste reduction issue.
- Identify and recommend opportunities for program efficiencies across Region2A.
- Prepare and annual budget for the ERSWRMC according to our Terms of Reference and provide monthly updates to the ERSWRMC.
- Prepare required expense reports as required including mileage.
- As necessary design and conduct surveys or audits of participants related to waste reduction programs, this could include curbside or landfill audits.
- Other responsibilities within the Region that may be assigned by the ERSWRMC.

Outreach Duties Outside Region 2A:

- Ensure broad dissemination of solid waste information among all participating agencies.
- Attend all meetings of the Regional Chairs and Regional Coordinator committees and applicable sub-committees as scheduled across the province.
- Assume Regional Coordinator Committee executive duties as determined from time to time.
- Assist the ERSWRMC Chair with communications between the ERSWRMC, Regional Chairs, Divert NS, NS Environment and Climate Change and other agencies.
- Assume Regional Chairs Committee support roles as assigned from time to time.
- Work cooperatively with Divert NS and NS Environment and Climate Change in the development of waste reduction programs and policy at the provincial level.
- Complete or assist municipal units with waste resource management surveys including Datacall, required from other levels of government or agencies.

- Provide, as required, regional waste-resource management information to NS Environment and Climate Change and Divert NS.
- Perform outreach duties as assigned by Committee.

Key Qualification for the Position:

- Diploma or degree in environmental science or related discipline
- Knowledge of Solid Waste Management in Nova Scotia
- Two years experience in a related position
- Experience working with municipal government
- Experience working to resolve diverse interests
- Ability to assimilate and analyze large amounts of information
- Proficiency in English both verbal and written
- Experience using Microsoft Suite programs including publisher or a similar program
- Ability to learn new skills as responsibilities evolve
- Flexibility in hours and conditions of work
- Valid NS Motor Vehicle Operator's Permit and use of a vehicle
- Clear Criminal Record Check and Child Abuse Registry (with Vulnerable Sector) check.

Salary & Benefits:

An initial salary will be assigned based on level of experience and education. The salary scale starts at \$49,368.93. The position will be probationary for six months. Upon successful review, advancement on the salary scale will be based on annual performance evaluation. The employee has the opportunity to achieve the upper end of the scale in 6 years, plus a cost-of-living allowance applied annually as determined by policy. Upon successful completion of the probationary period, this position will be classified as permanent full time.

Pension and Benefits:

The successful candidate will also be compensated for travel and after a 6-month probationary period will be offered a mandatory pension plan as well as benefits.

Location of Employment/Hours of Work:

Guysborough Waste Management Facility – 151 Waste Management Rd, Boylston, NS B0H 1G0

4 - day work week (Monday to Thursday or Tuesday to Friday), 35 hours per week, 8am to 5pm (8.75 hours paid per day), including some evenings and weekends taken as time-in-lieu.

Deadline for Applications:

Resume, cover letter and references for this position will be received by the undersigned up to and including Friday, January 21, 2022. Applications should be clearly marked APPLICATION – REGIONAL COORDINATOR/EDUCATOR and may be submitted in person, by mail or email to the following address:

Eastern Region Solid Waste-Resource Management Committee
Attn: Chair Vernon Pitts
151 Waste Management Rd,
PO BOX 111, Boylston, NS B0H 1G0
info@erswm.ca