



Environmental Program Assistant Regular Full Time

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

What We Are Looking For

We are currently recruiting for an Environmental Program Assistant to join the Environment division in our Engineering and Public Works department. With a focus on environmental education and enforcement, this position will be responsible for supporting a variety of environmental education programs including waste reduction and diversion, water conservation, urban wildlife and environmental protection. The position helps deliver environmental community events including Salmon Come Home, the City-wide Garage Sale & Giveaway, Environmental Achievement and Celebration Events, Compost Giveaway, Repair Cafes and the City Nature Challenge. As well as interacting with the public at community events the position also presents to community groups and schools on a range of environmental issues. The position supports residents in sustainable waste management by conducting waste audits and interpreting the results. The position assists with maintaining databases and computer programs that support waste reduction goals. The role also offers opportunities to participate in the work of the Environment Division as required. If you are a creative self-starter who is interested in developing both their technical and environmental education and outreach skills within a progressive and rapidly growing municipality, we want to hear from you!

About You

Our ideal candidate will have experience in environmental education programs and initiatives and be passionate about making a positive impact in the community. They will possess exceptional interpersonal, written and verbal communication skills with the ability to comfortably interact with the public to provide accurate and thorough information while maintaining a high level of customer service. They will have some experience with program development and implementation including the preparation of informational and educational materials as well as the delivery of presentations to promote awareness and participation in programs.

Qualifications

Completion of a post-secondary diploma in engineering, environmental science, resource management, or other relevant technical discipline, with preference for completion of a university degree, and some experience in related work; or an equivalent combination of training and experience. Driver's Licence for the Province of British Columbia is required.

What We Offer:

This CUPE position has an hourly rate range of \$31.97 - \$37.56. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off program. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer



The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on December 2, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.