

# Cultivate Your Career

## WASTE & DIVERSION PROGRAMS ASSOCIATE PERMANENT FULL TIME

Organization	City of St. Albert
Website	<a href="http://www.stalbert.ca">www.stalbert.ca</a>
Department	Public Operations
Location	Jack Kraft
Compensation	\$66,540 - \$81,894 per annum
Closing Date	June 24, 2025
Competition #	25/100

### OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 72,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The City of St. Albert is recruiting an individual to join our Public Operations department as a Waste & Diversion Programs Associate.

Reporting to Supervisor, Waste & Diversion Programs, this position will be responsible for coordinating, communicating, monitoring and reporting of the City's waste and diversion programs.

The key responsibilities will include:

- Implementing waste and diversion plans, liaising with partners, tracking budgets, preparing reports, and participating in meetings.
- Coordinating community programs, promoting initiatives, facilitating communication, utilizing media, ensuring educational material use, identifying funding, and leading educational efforts.
- Assisting in planning and executing seasonal programs, managing events, maintaining compliance, and collaborating with departments and contractors.
- Conducting research, coordinating surveys, compiling data, and supporting report writing and program development.

The individual we seek has experience in waste management and customer service, is comfortable engaging with diverse community members, is flexible with working hours for evening or weekend events and can work in all weather conditions for outdoor site visits and audits.

### HOURS OF WORK

The core work schedule for this position is a compressed work schedule of 72 hours bi-weekly. Primarily Monday to Friday, 7:00 a.m. – 4:00 p.m. with a regular day off (RDO) every two weeks. There will be some pre-scheduled evening and weekend hours to attend events.

### QUALIFICATIONS

- Bachelor's degree in environmental studies or a related field, along with one to three years of experience in the waste industry.
- Skills in budget tracking and report preparation.
- Expertise in planning and executing events.
- Research and data analysis skills, with experience in report writing and program development.
- Capable of lifting moderate loads and walking up to 5 km daily.

### COMPENSATION

\$66,540 - \$81,894 per annum. In addition, the City of St. Albert offers a comprehensive benefit package including pension.

### CONDITIONS OF EMPLOYMENT

- The successful applicant will be required to obtain a satisfactory police information check
- The successful candidate will be required to provide proof of educational and professional credentials.
- A valid Class 5 Drivers License and a personal vehicle for work use are required.

If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site [www.stalbert.ca/employment](http://www.stalbert.ca/employment)

### CLOSING DATE

June 24, 2025

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.