

WASTE AND RECYCLING EDUCATION ADVISOR

Position ID: J0725-0265

Job Title: WASTE AND RECYCLING EDUCATION ADVISOR

Job Type: Full Time

Department: Waste and Recycling

Number Of Positions: 1

Min Salary: \$35.62/Hour

Max Salary: \$44.53/Hour

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

Waste and Recycling provides residents with options for managing their residential/household waste through services and education, considering environmental, social, and economic impacts. Waste and Recycling Services (WRS) endeavors to position Airdrie as a municipal leader in waste diversion.

The Waste and Recycling Advisor provides outreach and education specific to Airdrie's residential waste programs and initiatives that results in decreased contamination and increased waste diversion, as well as providing oversight and support for Water Services education programs.

Responsibilities include:

- Work with schools, community organizations, staff and the public as a whole, to promote waste diversion and waste reduction through the development of educational programs and initiatives, using a variety of mediums
- Coordinate and represent the department at trade shows, festivals, and other public and department hosted events
- Work closely with Corporate Communications to develop communication and education materials
- Track outreach participation and evaluate effectiveness of delivery
- Liaise with other municipalities to identify new opportunities to promote education
- Organize and participate in annual curbside cart audit program
- Research, develop and implement innovative ideas and best practices in waste diversion and contamination reduction projects
- Develop and maintain Waste and Recycling Services' standards, policies and information, including bylaws, websites, and educational guides
- Provide reception relief/coverage as needed, as well as oversight and support for the Water Services educational program

You Bring:

- A Diploma in Environmental Science, Education, Communications, or a related field, and a minimum of 3 years of relevant experience including:
 - Waste management and diversion best practices
 - Outreach development and communication in an environmental management related field
 - Demonstrated ability to communicate effectively to diverse audiences using a variety of communication

methods

- Intermediate skills in word processing such as Microsoft Office (Word, Excel, and PowerPoint),
- Experience in program planning, development and implementation
- Experience in municipal waste and recycling is an asset
- Valid Class 5 driver's licence
- Ability to clearly communicate ideas and present concepts in a manner easy for others to understand
- Exceptional communication and presentation skills, demonstrating tact and diplomacy in order to establish strong and successful working relationships with internal and external stakeholders
- Deliver exemplary customer service with the ability to remain innovative and positive in times of imposed constraints and challenges
- Problem solver, decision maker, and ability to work effectively under pressure
- Work independently with minimal supervision
- Ability to change direction quickly, and prioritize multiple short and long-term projects simultaneously
- Commitment to environmental stewardship and social change
- Creative and resourceful
- Forward-thinking, organized, self-motivated and accountable
- Active-listening skills

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, our employees also enjoy:

- Excellent health, dental, paramedical, and benefits plan
- Employee discounts, annual adult Genesis Place pass, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This is a full time position at 37.5 hours per week.

Next Steps:

Candidates are invited to apply online. We only accept resumes and additional application documents through our online recruitment system. In person applications, email or other online forms will not be considered.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.