



## COMMUNITY PATHFINDERS

Green Action Centre is a Manitoba-based, non-profit organization that promotes greener living through environmental education and encourages practical green solutions for households, workplaces, schools, and communities. To learn more, please visit [greenactioncentre.ca](http://greenactioncentre.ca).

We are seeking two **Community Pathfinders** to assist Manitoba First Nations to create or enhance waste diversion efforts in their communities. Working with the First Nations Waste Minimization Project Coordinator at Green Action Centre, the Community Pathfinders will act as a liaison (both face-to-face and remotely) for Manitoba First Nation communities looking to advance their solid waste and/or recycling activities.

**Positions (2):** Community Pathfinder,  
First Nations Waste Minimization Project  
**Location:** Winnipeg, Manitoba (3<sup>rd</sup> Floor, 303 Portage Ave)  
**Languages:** Bilingualism (English, Cree, Ojibway) is a strong asset  
**Term:** Contract position from January 2018 – March 31, 2019

*This is a contract position for 15 months starting January 2018. A contract for services will be used and standard independent contract protocols apply, including a payment schedule based on deliverables. An Advisory Committee will provide project oversight with Green Action Centre providing project coordination.*

The candidate should have an understanding of solid waste management and recycling in Manitoba, be able to answer basic questions regarding solid waste reduction and recycling options in the province, and know how to connect community members with the appropriate organizations for more detailed information and support. Informal training and orientation to waste reduction will be provided.

Interested in finding ways to assist Manitoba First Nations to reduce waste, enhance recycling, and support sustainable communities? If you believe you can make a difference, this is an excellent opportunity for you.

### Key Responsibilities:

- Travel to select First Nations to meet with community members and introduce the Recycling Toolkit ([greenactioncentre.ca/recycling-toolkit](http://greenactioncentre.ca/recycling-toolkit)) and other relevant waste reduction materials.
- Identify and support community members to become waste reduction and recycling champions.
- Assist communities to identify the most practical materials to be diverted from the waste site and link them with the appropriate Producer Responsibility Organization (PRO) in diverting the selected material.
- Work with the waste operator/public works personnel or other community members to identify and implement best practices for storage, handling and transportation, etc., associated with the material. Assist as needed with registering for the relevant Producer Responsibility Organization (PRO) program, and handling financial and logistical matters associated with the program.

- Identify, where feasible, small scale capital acquisitions or training that may be supported to help the community attain results.
- Engage communities to create awareness, understanding of the need, and build support for households, schools, leadership and community members on the specific PRO material and program selected.
- Foster a sense of pride in the community, so that First Nation champions feel empowered to carry on the role.
- Determine the immediate and long-term training, education and capacity building needs and opportunities for the specified communities related to waste minimization.
- Work with specified communities and others to identify challenges to the implementation of solid waste reduction and recycling efforts, and find practical solutions.
- Provide monthly written updates to the Project Coordinator regarding activities and progress, including community trends or waste management issues encountered.
- Attend quarterly meetings with the Project Advisory Committee as required.
- Prepare final report that documents the process undertaken with communities, including interviews, photos, monthly updates, successes and challenges, education and capacity building needs and opportunities, and tangible waste minimization results as per provided template.
- Look for opportunities to build partnerships with other communities and organizations.
- Undergo informal training and orientation process with participating Producer Responsibility Organization (PRO) programs.

**Knowledge, Experience and Characteristics:**

- Minimum 2 years of related experience and/or working with Manitoba First Nation communities
- Knowledge of sustainable solid waste management practices
- Understanding of current issues, challenges and opportunities for waste minimization in Manitoba and in particular, First Nation communities
- Interest in and respect for First Nation culture and communities
- Knowledge of First Nation governments, their function and structure
- Excellent interpersonal and communication skills with the ability to establish credibility with varied stakeholders
- Ability to work alone effectively and as part of a team
- Ability to think creatively to find solutions and see opportunities
- Strong facilitation and collaboration skills
- Ability to listen actively to and respect, consider and incorporate the views of others
- Excellent written and presentation skills
- Extensive organizational and time-management skills
- Effective use of assets and resources in a transparent and accountable manner
- Experience in social media and MS Office (Word, Powerpoint, Excel)
- Ability to travel extensively within the province (required)

**Language Requirements:**

- The ability to communicate in written and verbal format in English is required. The ability to communicate in Cree and/or Ojibway is a strong asset.

**Other Requirements:**

- Valid Class 5 Manitoba Driver's Licence
- Access to a vehicle
- Personal cell phone with data plan
- Willingness to travel throughout the province and work irregular hours (evenings, weekends) as needed
- Computer and office space provided

Due to the nature of this project, preference will be given to Indigenous applications meeting the qualifications. Please self-identify upon applying.

To apply to this posting, send your resume and cover letter to [info@greenactioncentre.ca](mailto:info@greenactioncentre.ca) with 'Community Pathfinder' in the subject line.

Deadline for applications is **October 22, 2017 at 5:00pm CDT.**

*We thank all candidates for their interest, however, we will contact only those selected for an interview.*