

{SAMPLE}

Community Solid Waste Coordinator – Job Description

{First Nation} Solid Waste Management Program

In establishing a waste management program within a community, there is a need for additional community capacity to implement the new solutions. During this period of transformative change in the waste management of particular communities, a dedicated waste coordinator working hand in hand with the community and external stakeholders to support both the development and implementation of uniquely tailored solutions is essential for the success of the community program. The change in community behaviour will also be critically important for the sustained success of the community's program.

A Community Solid Waste Coordinator is needed for capacity at an aggregate level to support the community of {First Nation} in administration and research required to work with the Department of Indigenous Services Canada (ISC, formally known as Indigenous and Northern Affairs Canada-INAC) to access funding, support waste diversion, conduct education and awareness; seek new solutions; set up training opportunities for the waste operator(s) and others as required; and overall championing of solid waste management.

Job Title: Community Solid Waste Coordinator

Time Frame: {insert specified length of time here – ex: 2 years beginning April 1, 2022}

Salary/Hourly Wage: {Insert yearly salary or hourly rate}

Role & Responsibilities

Partnership and Stakeholder Relations

- Foster a sense of pride in the community, be the champion for the waste program, and seek and establish a working group so that the local group feels empowered to carry on the supportive role.
- Look for opportunities to build partnerships with other communities and organizations.
- Explore sources of external funding. Prepare funding proposals and associated documentation.
- Liaise and consult with government agencies, industry, and commercial business.
- Represent communities at meetings, workshops and forums.
- Undergo informal training and orientation process with participating Manitoba Producer Responsibility Organization (PRO) programs.
- Coordinate/facilitate access to resources and rebate programs. This can include but is not limited to:
 - PRO programs
 - Province of Manitoba Rebates
 - Federal Funding Opportunities
 - Cost Sharing resources

- Coordination of resources through partnerships with local municipalities or organizations

Local Entrepreneurial Initiatives

- Promote local entrepreneurial initiatives related to waste and recycling.
- Planning, contributing to or supporting the management of third party arrangement, diversion or waste hauling services, or contract negotiation or renewal
- Identify methods to improve waste system – participate in reviewing and identifying new waste management strategies which may efficiently manage waste

Compliance Monitoring (Provincial & Federal Regulation & Policy)

- Development of waste management by-laws
- Partnership development in support of adherence to waste management best practices
- Performing site investigations, surveys, or observing operations to ensure adherence to applicable regulation.
- Identify mitigation or adaptation to the community waste program to meet applicable regulation and policy requirements.

Plan Development and Implementation

- Lead community meetings to identify waste management options and review proposed solutions
- Monitor and assess needs in consultation with community leaders based on information from reports and observations, including waste characterization/audits results.
- Description of relevant trends and outlook for waste management needs, and challenges and key factors for success
- Research into waste management alternatives and service providers
- Review and manage environmental consultancy projects and contracts. Review and monitor agreements with consultants and contractors and recommend actions as appropriate
- Identify, where feasible, small scale capital acquisitions or training that may be supported to help the community attain results
- Update on the ongoing basis, the Operation & Business Plans (prepared by the consultant) as required based on the tasks specifically in this section.

Public Education & Awareness

- Development, delivery, and presentation of sustainable community waste management educational and outreach materials including; initiatives, benefits, risks of poor waste management, and the three R's (Reduce, Re-use, Recycle)
- Work with First Nation leadership on community consultation and engagement activities throughout project implementation
- Coordinate media releases, respond to public, and corporate inquiries regarding regional waste initiatives
- Work with partnership organizations to provide awareness pieces such as:

- School awareness
- Radio shows
- Town hall events

Reporting

- Coordinate reporting requirements for stakeholders and funders. Examples of reporting requirements include, but are not limited to:
 - Preparing final reports to Funders
 - Waste Audit reports
 - Monthly Written Updates to Chief and Council Regarding the activities, progress and trends of waste management program.
 - A financial or budget expenditures report which details operation and maintenance costs, MTSA fees, Disposal Fees, Collection Fees and Human Resources/Salary expenditures.
- Maintain and keep supporting documents required to substantiate O& M costs. Forecast detailed future costs needs of various activities within the program
- Provide a 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.

Other duties may also be required at a later date.

Minimum Qualifications

A Solid Waste Coordinator must demonstrate the following:

- Knowledge and respect for First Nations community(s), culture, traditions, and practices.
- Post-secondary education in Environmental Sciences, or a combination of equivalent education and experience is required for this position. However, a Grade 12 education with a combination of experience may be accepted.
- Experience in environmental services, including project management and supervision would be an asset.
- Organizational skills with the ability to manage multiple tasks and competing priorities.
- Knowledge and experience in the application of applicable federal and provincial environmental assessment and environmental protection legislation and laws.
- Knowledge and experience in developing, implementing and monitoring Best Management Practices and/or First Nations laws for environmental assessment and environmental protection.
- Familiarity with Healthy and Safety requirements.

Recommended Qualifications

- Trouble shooting and problem-solving skills.
- Must be self-motivated, and able to work with minimal supervision.

- Experience in social media and word processing programs (ex. MS Word, MS Power Point, MS Excel).
- Ability to interpret, implement and adhere to the organizational policies and procedures of the First Nation.
- Understand current issues, challenges and opportunities for waste minimization in Manitoba and in particular, {First Nation} and First Nation communities.
- Superior verbal, written communication, and advanced presentation skills.
- The ability to communicate in written and verbal format in English is required.
- The ability to communicate in {traditional language of First Nation} is a strong asset.
- Valid Class 5 Manitoba Driver's license.
- Access to a vehicle.
- Ability to travel extensively within the province and work irregular hours (required).
- Access to a cell phone with data plan.

Eligible Expenditures associated with a Community Solid Waste Coordinator:

The following is a list of Eligible Expenditures which may be associated to a waste coordinator. These include, but are not limited to, the following:

- Travel Time
- Training opportunities
- Equipment/Personal Protective Equipment
- Materials/publications
- Hospitality for meetings and materials
- Administrative costs

Disclaimer: The above statements describe the general nature, and type of work required of this position. This is not intended to be an intensive list of all requirements. Job descriptions are not intended to and do not imply or create any employment, compensation or contract rights to any person or persons. {First Nation} reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice.