

Litter Program Coordinator (Term Position/ Hybrid)

Divert NS is a not-for profit corporation established by the Province of Nova Scotia to administer certain components of the Solid Waste-Resource Management Strategy. We are currently looking for a Litter Program Coordinator. Reporting to the Programs & Development Officer, you will be an integral part of the Divert NS team.

Divert NS values diversity and equity. We seek applicants comprised of backgrounds that reflect the communities in which we operate. This includes, but is not limited to, age, gender, gender identity or expression, sexual orientation, persons with disabilities, African Nova Scotians, Indigenous peoples in Canada, and racially visible minorities.

Job Specifications

Job Title: Litter Program Coordinator	Location: Truro, NS
Application Deadline: Open until position is filled	Work Model: Hybrid model (in-person and remote)
Job Type: 10-month term, full-time (35 hrs/week)	Anticipated Start Date: February 27, 2023

Job Summary

The Litter Program Coordinator is responsible for the delivery of two provincial litter abatement programs: the [Nova Scotia Adopt-A-Highway](#) and the [Great Nova Scotia Pick Me Up](#). The Program Coordinator will assist in transitioning program delivery from the NS Adopt-A-Highway Association to Divert NS. The role will also include collaborating with the Program Advisory Committee and other stakeholders to implement strategic initiatives and improvements as outlined in a recent program evaluation of the two clean-up programs.

Responsibilities

- Oversee the efficient and effective delivery of litter clean-up programs across Nova Scotia.
- Assist with the development and implementation of strategic initiatives and recommendations based on the program evaluation.
- Liaise with Program Advisory Committee, Municipalities, Waste Management Regions, and NS Department of Public Works ensuring the smooth delivery of programs.
- Organize and attend events for Adopt-A-Highway and The Great Nova Scotia Pick-Me-Up.
- Update website and registration processes.
- Secure clean-up supplies and coordinate the distribution to key stakeholders and volunteers.
- Promptly respond to inquiries via email, phone, website, and social media.
- Manage social media for the program and develop content for newsletters, articles, and social media pages.
- Manage program budgets and timelines.
- Collect and analyze clean-up data from volunteers.
- Research and identify additional funding sources to support the program in the long term.
- Research and identify potential program delivery organizations.

Qualifications

- Bachelor's degree or college diploma in business, administration, public relations, environment, or a related field, or at least three years of work experience in a relevant field.
- Strong organizational skills with attention to detail.

- Excellent oral and written communication skills.
- Ability to work productively as part of a team while responding to feedback.
- Highly motivated, multi-tasking individual, displaying problem solving skills.
- Ability to work independently and be self-directed.
- Proficient with Microsoft Office products.
- Ability to work flexible hours when required.

Assets:

- Experience in customer service or client relations.
- Experience working with databases, social media, design programs, and websites.
- Experience in a nonprofit environment.
- A background in environmental activities or studies.

Salary range \$23.07 to \$27.62 per hour; to be negotiated based on experience.

This posting will remain active until the position is filled.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. For more information on Divert NS, please visit our website at www.divertns.ca.

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