



EMPLOYMENT OPPORTUNITY

SOLID WASTE MANAGEMENT COORDINATOR

POSITION TITLE	Solid Waste Management Coordinator
DEPARTMENT	Administration
SALARY	\$20.00 to \$22.00 per hour (dependant on successful candidates' qualifications and experience)
TERM	Term/Full Time/36 hours per week (to the end of March 2025, with the possibility of renewal)
LOCATION	Office Location: 10526 Highway #3, Yarmouth NS B5A 5J7 Works with all WFN communities and locations: Hammonds Plains, Yarmouth, Shelburne, Medway, Wildcat, Ponhook, Gold River, and Gardener's Mill
ESTIMATED START DATE	January 2025

Wasoqopa'q First Nation (formerly Acadia First Nation) is governed as a custom band under the provisions of the Indian Act with established bylaws, policies and procedures. The First Nation's electoral system constitutes an election once every five (5) years with positions for one Chief and eight (8) councillors. Chief and Council elect, are the governing body responsible for making decisions for the overall health and well-being of communities, Elders, youth and families.

Wasoqopa'q First Nation is unique in its geographical composition, spread throughout the Southwestern regions of Nova Scotia spanning five counties from Yarmouth to Halifax, encompassing six (6) reserves - Yarmouth, Ponhook, Medway, Wildcat, Gold River, and Hammonds Plains, in both rural and urban settings. To support administration and business operations, Wasoqopa'q First Nation, with supporting staff, provides programs and services within two (2) Health Centres, a Youth Centre, two (2) Community Centres, six (6) administration offices, and six (6) business establishments, including economic development, education, employment, fishing, forestry, health, housing & maintenance, human resources, and social.

POSITION OVERVIEW AND OBJECTIVE

WFN is currently recruiting for a Solid Waste Management Coordinator, reporting to the Band Manager, responsible for developing, implementing, and monitoring a recycling and diversion program in all WFN communities and assists in the promotion of the organizations recycling and waste management efforts. The position works collaboratively with community members, management and partnering organizations via telephone, onsite visits, community events, outreach educational programs to identify and educate on proper recycling techniques and waste management.

ESSENTIAL FUNCTIONS AND DUTIES

- Develop, and implement a recycling and waste management program for WFN communities, in compliance with governing laws and aligning with WFN values and culture
- Monitor programs and services and overall effectiveness, addressing issues regarding the implementation of Solid Waste Management program involving the Band Manager, when needed
- Support strategies for reduction, reuse, recycling, and continuous improvement in WFN communities
- Create promotional and educational materials that reflect WFN values and culture



- Organize and facilitate workshops and meetings regarding waste sorting practices and other topics of interest
- Present at meetings with WFN Chief and Council, municipalities and other stakeholders
- Administer pilot projects regarding composting and in-home sorting of waste
- Assist with proper disposal of non-traditional waste items (electronics, paint) and participation in community events to promote awareness
- Research and understand municipal service agreements and bylaws as applicable to WFN communities
- Maintain current knowledge of Nova Scotia Recycling regulations and develop relevant policies
- Organize and facilitate community clean up projects across WFN communities
- Establish and maintain positive community relationships including conducting home visits as needed
- Motivate and engage community members to volunteer and support recycling and waste management practices
- Participate in the Confederacy of Mainland Mi'kmaq Solid Waste Management Advisory Committee Meetings when requested, providing any community updates, requests or concerns and communicating information back to WFN
- Adhere to all Wasoqopa'q First Nation (WFN) Policies, Procedures and necessary procedures, as required
- Other duties, training and activities related to the position, as required

QUALIFICATIONS

- Wasoqopa'q First Nation Band Member
- Diploma in environmental studies or related field and or equivalent experience
- Demonstrated experience in developing educational programs
- Knowledge and experience working in a Mi'kmaw community is considered an asset
- An understanding of Mi'kmaq culture and traditions is considered an asset
- Knowledge of current challenges and opportunities regarding solid waste management specific to Mi'kmaw communities
- Strong knowledge and understanding of relevant municipal by-laws and provincial and federal legislation
- Demonstrated experience in the 4R's (reduction, reuse, recycle, recovery)
- Valid drivers license and a reliable vehicle
- Must be bondable
- Criminal Record Check upon hiring

REQUIRED ABILITIES, SKILLS AND COMPETENCIES

- Strong multitasking skills, ability to prioritize tasks and meet deadlines
- Strong problem-solving skills, ability to solve unique situations while keeping positive professional attitude
- Good physical condition, ability to stand/walk for long periods of time and carrying heavy objects
- Effective organization and time management skills
- Demonstrated keen listening and observational ability
- Proficient in working with computer and associated programs such as Word, Excel, PowerPoint and Access
- Ability to use modern technology and equipment for presentations
- Strong decision-making abilities
- Excellent interpersonal skills



- Exceptional oral and written communication skills, including strategic planning and proposal writing
- Demonstrated initiative in learning new tasks, finding innovative solutions, and improving processes
- Enthusiasm for protecting the environment and waste management
- Ability to travel in various winter conditions (on gravel roads)
- Demonstrated ability to work as a leader or independently
- Demonstrated adherence to integrity and sincerity
- A commitment to fostering, cultivating, and preserving a culture of diversity, equity and inclusion

WORKING CONDITIONS

- Hours of work are expected to occur during regular office hours for Wasoqopa'q First Nation, which are 8:00 am to 5:00 pm, Monday to Thursday
- Time is spent working both indoors in a well-maintained office setting with modern and up-to-date equipment and outdoors within various environmental conditions
- Standing/walk for long periods of time can occur
- There are instances of lifting, carrying, pushing, and pulling materials and objects up to and in excess of 50 lb
- Due to the nature of the work environment, workplace safety is critical

APPLICATION REQUIREMENTS

Submit Cover Letter and Resume to resumes@acadiaband.ca **Please quote SWMCOORDINATOR# on your cover letter and indicate your salary expectations for this position.

WFN appreciates the interest of all applicants, only those selected for an interview will be contacted. WFN does not assume candidate expenses related to this recruitment process.

In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, this position has been designated for a Wasoqopa'q First Nation Band member.

DEADLINE TO APPLY

Deadline to Apply: November 17, 2024

Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.

We are a community. We make a difference.