



Regional District of Bulkley-Nechako Environmental Coordinator

The Regional District of Bulkley-Nechako is seeking applicants to fill a key position within the Environmental Services Department. The Environmental Coordinator position is situated in Burns Lake, BC, is permanent, full time (35 hours per week), and includes a comprehensive benefits package. The starting wage for the position is \$32.62 per hour.

The Environmental Coordinator is responsible for assisting with the oversight, implementation, and administration of the RDBN's waste diversion programs, including public education and outreach. The successful applicant must also be willing to work outdoors, work independently and take on a high level of responsibility for assigned tasks. The Environmental Coordinator will also be required to assist other Environmental Services staff in performing other required tasks.

Responsibilities and Duties:

- Assist with the implementation and administration of residential recycling programs.
- Assist in the development, implementation, and evaluation of waste reduction initiatives.
- Assist with the development and implementation of public education programs.
- Assist with site inspections, report findings, and recommend improvements.
- Assist with training current and new employees on recycling protocol.
- Assist with contract administration including annual reporting.
- Assist with the preparation and presentation of memorandums to the RDBN Board of Directors.
- Assist with project management of environmental projects relevant to the position.
- Assist other Environmental Services staff with various projects and programs as required.
- Develop and maintain databases.
- Prepare reports as required for the RDBN or other government bodies as required.
- Occasional coverage of recycling depots
- Maintain current knowledge regarding trends and developments in the management of urban and rural environmental matters.
- Perform other related duties as assigned.

Skills and Qualifications:

- Demonstrated technical competence or education related to solid waste management and recycling.
- Experience in the development of public education materials including the use of social media.
- Knowledge of local government practices, structure, and functions.
- Knowledge and understanding of appropriate legislation.
- Knowledge of procurement processes and contract administration.
- Strong written and oral communication skills.



- Proficient with MS Office, and graphic design software.
- Excellent attention to detail and strong administrative skills.
- Good time management and priority assessment as well as good organizational skills.
- Ability to work under pressure, meet deadlines, complete assignments in an effective manner.
- Ability to maintain effective relationships with the public, staff, contractors, officials, and outside agencies.

Education:

- Post-Secondary Diploma or Degree in Sustainability, Environmental Sciences or similar
- Valid BC Driver's License

Preferred Certifications:

- WHIMS

Resumes will be accepted until **4:30 pm, Friday, June 16, 2023**, and should be addressed to:

Alex Eriksen, Director of Environmental Services

Subject Line: Environmental Coordinator

Email: hr@rdbn.bc.ca

Mail: PO Box 820, Burns Lake, BC V0J 1E0