



Regional District of Bulkley-Nechako Regional Recycling Program Coordinator

The Regional District of Bulkley-Nechako is seeking applicants to fill a position within the Environmental Services Department. The Regional Recycling Program Coordinator position is situated in Burns Lake, BC. This position is permanent full time Monday through Friday 8.30 am to 4.30 pm (35 hours per week), the starting wage is \$32.88 and includes a comprehensive benefits package subject to a 3-month probationary period.

The Regional Recycling Program Coordinator oversees, implements, and administers waste diversion programs for the RDBN, focusing on public education and outreach. Responsibilities include administering recycling programs, working with Recycling Depots, creating procedures, training staff, data collection, and report preparation. Additionally, they contribute to public education campaigns, engaging in information gathering, campaign planning, design work, and presentations. Comfortable in diverse weather conditions, they work independently, assume significant task responsibility, and may assist in project management. Moreover, they provide essential support to the department's management, including handling inquiries, data entry, maintaining databases, clerical assistance, and basic field device support.

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.
- Answer phone calls for the Environmental Services Department
- Assist with department clerical and communication tasks
- Collect and tabulate various month-end records
- Assist field staff with administrative and practical tasks
- Assist with maintaining functional electronic devices at RDBN waste management facilities



- 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 in Environmental Studies, Administration or similar
- Valid Class 5 BC Driver's License
- Typing 35wpm

Preferred Certifications:

- WHMIS

Resumes will be accepted until 4:30 pm, Thursday April 25, 2024, and should be addressed to: Alex Eriksen, Director of Environmental Services

Subject Line: Regional Recycling Program Coordinator

Email: hr@rdbn.bc.ca

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