

RDCO Job Description



Position Title: Waste Reduction Ambassador (Student)

Division: Corporate Services

Reports To: Manager Corporate Communications

Date: February 20, 2019

Job Purpose/Summary:

The Waste Reduction Student will assist in the Waste Reduction office working on programs and projects that support the Solid Waste Management Plan and in particular the reduction of recycling contamination in the curbside recycling program.

Principal Accountabilities:

1. Inspect residential recycling carts at curbside and flag contaminated carts for follow up or to be left behind.
2. Collect, record and map information resulting from cart inspections.
3. Assist with analysis and reporting of curbside monitoring data.
4. Provide public education to residents who have contaminated curbside carts.
5. Assist with communications and marketing for solid waste programs and services.
 - a. Contribute content to various social media programs for the Regional District including photography and video.
 - b. Develop and update content for the RDCO website.
 - c. Assist with the creation of advertising for promotion of solid waste programs and events.
 - d. Assist with the creation of publications and other collateral supporting waste reduction office programs.
6. Assist in the planning of waste reduction public events.
7. Attend public events as an ambassador of the Waste Reduction Office to share educational material programs and projects.
8. Other duties as required.

Reporting Relationships:

Direct Reports: None

Dimensions:

Knowledge, Skills & Experience

Educational Background Required:

- Post-secondary education student in environmental sciences or communications / public relations.
- Valid BC Driver's Licence with record of safe driving

Experience Required:

- Preference given to experience in environmental sciences or communications and delivering public programs.
- Demonstrated ability to write, design and produce educational materials.
- Preference for experience with photography and video production along with the use of editing and graphic design software.
- Preference for experience with social media – Facebook and Instagram
- Strong Microsoft Office knowledge required – Excel, Outlook, Word, PowerPoint, Publisher and search engines.
- Strong interpersonal and communication (verbal and written) skills. Must enjoy speaking to and with the public.
- Ability to work independently and as part of a team.
- Organized and self-starter.
- Exceptional problem solving skills.

Working Conditions:

- **Physical Effort:** Long periods of walking and standing. Lifting and carrying up to 25 lbs. Periods of sitting. Free to move at will.
- **Physical Environment:** Working outside in all weather conditions. Office environment, some driving.
- **Mental Stress:** Regular interruptions. Possibly dealing with angry members of the public.
- **Sensory Attention:** Requires the ability to multi-task and balance priorities while experiencing numerous interruptions. Attention to detail required. Occasional repetitive tasks.