



JOB DESCRIPTION

Updated August 2020

Job Title

Waste Management Program Assistant

Unit

Acadia Sustainability Office

Term

Part-time (10-15 hrs/week) from September – April 2021 (*Hours and start date are flexible*)

Salary

\$13.00/hr

Role

World Wildlife Fund Canada, with support from the Coca-Cola Foundation, recently funded a Living Planet @ Campus Partners program at Acadia to increase capacity to collect and recycle plastics on campus. The program is focused on changing recycling behaviour, improving infrastructure, protecting wildlife, connecting students' actions to the environment and more. The Program Assistant will work with the Acadia Sustainability Coordinator to implement new waste stations and standards on campus, develop and deliver an education and engagement program to improve waste awareness and conduct waste audits to track waste management performance.

Reporting

The Program Assistant reports to the Acadia Sustainability Coordinator

Responsibilities

Responsibilities for the position include:

- Coordinate installation of new waste stations on campus
- Coordinate production and installation of new signage and labels according to Acadia standards

- Conduct waste audits and prepare reports
- Develop and deliver an education and engagement campaign with a focus on plastics reduction and recycling, and their impact on the environment, wildlife and human health.
- Recruit students and other volunteers to assist with program delivery
- Assist with reporting requirements to funder
- Assist in updating Acadia Waste Management Plan
- Assist in review and implementation of projects for Acadia Plastic-Free Campus Program
- Other duties as assigned

Qualifications

Must be a current Acadia student entering 3rd year or above with a minimum 2.5 GPA. Applications are encouraged from students in Environmental Science, Environmental and Sustainability Studies, Community Development, Education, Biology or related discipline with demonstrated interest and experience.

The following skills, knowledge and experience are required for the position.

- Demonstrated interest in environment and sustainability
- Demonstrated interest in waste issues (paid or volunteer work, directed studies, course work or research, personal commitment)
- Knowledge of the Nova Scotia waste management system
- Experience organizing educational programs, events and activities
- Ability to work independently with minimal supervision
- Strong communication skills, both verbal and written
- Excellent organizational skills including attention to detail, ability to multi-task and meet deadlines.
- Proficient with social media, Office applications (Word, Publisher, Excel, Power Point etc.)
- Ability to work well with others, especially students
- Previous experience working or volunteering in waste management operations or education considered an asset

Work Location

Acadia Sustainability Office, 52 University Avenue, Acadia University, Wolfville, NS, B4P 2R6 (TBD as per Acadia COVID-19 health and safety requirements)

To Apply

Send resume and cover letter in same file to sustainability@acadiau.ca by Friday September 25th 2020 at 4:30pm. Failure to follow application instructions may disqualify application. Only those applicants selected for an interview will be contacted. Provide two references including one from Acadia Faculty member and a past or current employer. A reference letter is not required, only contact information.