



Association of  
Whistler Area Residents  
for the Environment

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## **Zero Waste Programming Coordinator**

**Posting No. 19-02 | Feb 15, 2019**

Full-Time Permanent Position

### **About AWARE:**

The Association of Whistler Area Residents for the Environment (AWARE) is Whistler's environmental charity, currently celebrating its 30<sup>th</sup> year. We work to progress community-scale solutions to some of the biggest challenges of our time. Climate Change. Habitat Fragmentation. Biodiversity Loss. Wildlife. Water. Waste. We work independently and with others to connect people with nature and build more sustainable communities.

Every member of our small but dedicated team has the opportunity to create change from within the programs they work on – whether inspiring future generations to care about the environment, helping people grow local organic food, or supporting businesses to reduce waste. We find ways to connect with the things people care about and focus on finding shared values - as a route to changing behaviours and shifting unsustainable cultural norms. AWARE is looking for a driven, accountable and knowledgeable individual to join our team as a Zero Waste Program Coordinator.

### **The Position:**

The Zero Waste Program Coordinator works full-time (37.5hrs/week) year-round to deliver a variety of waste related programming intended to reduce waste generated in our community and keep materials out of the landfill. Reporting to the Executive Director this position involves the management and oversight of a diversity of waste focused programs. This position is based in Whistler with some work undertaken in other communities in our region.

### **Core Responsibilities:**

The role of the Zero Waste Program Coordinator will be to oversee and deliver AWARE's waste-related programming which regularly includes though may not be limited to:

- Oversee delivery of the Zero Waste Heroes event waste program – liaising with event organizers to design waste out of events and maximize diversion from landfill.
- Be responsible for scheduling and oversight of a small team of casual staff and volunteers to deliver the above.
- Deliver a variety of fee for service and grant-funded projects relating to zero waste.
- Engage and activate a diverse mix of stakeholders and audiences around zero waste actions – including businesses, property managers, residents, visitors and youth.
- Build opportunities for collaboration and knowledge sharing around waste reduction strategies.
- Develop communications materials and tools to share waste management best practices and build awareness of waste reduction and diversion techniques.
- Track and report on zero waste program outputs and support the design of future waste related initiatives.

- Stay informed on waste related best practices, progressions and infrastructure within the Sea to Sky region and beyond.
- Be able to undertake the physical work relating to this role - mostly related to setting-up and packing down Zero Waste Stations, lifting equipment, working outside and standing for extended periods.
- Be able to work evenings and weekend as periodically required (advance notice provided).

### **About You:**

Qualified candidates will have an interest in waste management, in the Whistler community and in environmental issues. The successful candidate will possess:

- A university degree in business, environmental science, environmental planning or other relevant field.
- Have a minimum of 3 years related experience.
- Strong knowledge and experience in the areas of waste management and sustainable development.
- Working understanding of waste systems and financing and the ability to communicate key financial return metrics (cost/benefit analysis, rate of return, etc)
- Superior project management skills and the ability to prioritize multiple tasks as well as an understanding of program development and how to implement new initiatives, including planning, costing, team building, implementation, and building in feedback and evaluation changes.
- Proficiency with computers, particularly Microsoft Office.
- Facilitation skills and experience an asset.
- Have a valid BC driver's license and/or vehicle an asset.
- Hold an up-to-date criminal record check

We believe the following skills, strengths and interests will help you thrive in this role:

- Accountability – you work hard, have fun and take personal responsibility for the quality and timeliness of work, you get things done and you don't need someone looking over your shoulder
- Consultation – you understand the value of partnership and understand how to work with others to identify and resolve complex and sensitive issues
- Research and analysis – you can examine data, grasp the issues, and draw conclusions to ultimately solve problems
- Self-directed – you thrive in a self-directed environment, enabling growth and success isn't something you wait for other people to do
- Communication – you can clearly and accurately convey information to a variety of audiences using the tools necessary, engaging people to ensure the message is understood while being yourself and a net generator of positive energy
- Creative and Innovative Thinking – you develop fresh ideas that provide solutions for communities and people facing complex challenges

Interested candidates are invited to submit a resume and cover letter detailing their relevant interest and experience by email to [ngriffiths@awarewhistler.org](mailto:ngriffiths@awarewhistler.org). We thank all applicants for their interest however, only those candidates selected for further consideration will be contacted.

Please reference Posting No. 19-02 in your application. | Application deadline is March 15, 2019.