



Regional District of  
**Kitimat-Stikine**



## **Zero Waste Facilitator Job Posting**

APPLICATIONS DUE SEPTEMBER 8, 2010

A unique opportunity to be part of a Zero Waste Residential Challenge Pilot Project Team can be yours to discover. The City of Terrace and the Regional District of Kitimat-Stikine are seeking an individual or team of maximum two people to submit a letter of interest plus resume(s) by 12 noon on Wednesday, September 8, 2010. An information package for the Pilot Project is also available.

### **Terms of Reference:**

The position start date is Monday, October 4, 2010 and ends approximately Friday, February 25, 2011. We estimate an average of 10-20 hours per week over a 20 week period, with some weeks being closer to 30 hours at the beginning, middle, and end of project.

The facilitator will be a key member of a team responsible for the deliverables listed below. Your primary responsibility will be to interact with the residents on the program to provide support in their quest to fulfill the Zero Waste Challenge. This will include designing and potentially installing composting systems. We invite you to take the Challenge so that you fully understand the perspective of participants.

The project team consists of the City of Terrace's Sustainability Coordinator, the Regional District's Zero Waste Program Manager, the residential recycling collection contractor, and the Zero Waste facilitator. The successful applicant will be a temporary employee of the Regional District of Kitimat-Stikine and depending on qualifications, will be paid between \$22 and \$27 per hour.

### **List of Deliverables for Project Team:**

1. Development of Zero Waste Challenge Guide consisting of three overall challenges - recycling, composting, and green shopping. Water conservation education and rainwater harvesting will also be promoted.
2. Data collection on garbage set-out rates and composition as well as recycling set-out rates and composition for beginning, mid-point and end of project.
3. Data collection on composting activities, challenges and successes.

4. On-going support services to 25 households who volunteer to conquer the Zero Waste Challenge program versus the remaining 225 who may be more focused on recycling.
5. Participation in team meetings - weekly phone calls and monthly workshops.
6. Updates to Zero Waste Challenge Webpage and Zero Waste North Facebook page
7. Media relations and reports to Terrace City Council and RDKS Board of Directors.
8. Development of surveys for start, mid-point, and end of project
9. Coordination of Zero Waste Challenge monthly movie nights\*
10. Coordination of 5 All Seasons Backyard Composting and Yard Care workshops\*
11. Coordination of 5 workshops on Zero Waste 101 - Smart Shopping Cart\*
12. Coordination of 3 workshops to construct a composting bin\*

\* these components could also be delivered by a Project Eco-Prise applicant or other forms of community partnerships.

### **Recommended qualifications:**

- Flexible working hours - contact with residents may require some evening and weekend work and some weeks may require more hours than others.
- Personal transportation and valid drivers license for visiting homes, landfills, and recycling centres - a Regional District vehicle will be available for most driving requirements. Cycling is an option for some travel needs.
- A home office with phone line and answering service- a shared office space will be available in the Regional District office and a laptop computer will be provided.
- Excellent oral and written communication skills - public speaking will be required
- Personal experience with gardening, composting and recycling
- Basic design and carpentry skills are a definite asset to assist with in-home recycling systems and outside composting systems
- Passion for community sustainability and capacity-building
- Familiarity with the BC's Extended Producer Responsibility programs
- Proficiency with computers skills - in particular word processing, spreadsheets, e-mail and internet research

- Experience with media relations i.e. drafting press releases, radio, newspaper and TV interviews
- Experience with municipal solid waste program or community service program design and delivery
- Familiarity with community-based social marketing strategies
- Resident of the Greater Terrace Area or willing to relocate for the duration of the contract

### **Timelines and contact information:**

Applications are due September 8, 2010 by 12 noon and should be submitted electronically to the Regional District of Kitimat-Stikine as follows:

**Regional District of Kitimat-Stikine**  
Attn: Zero Waste Program Manager

300-4545 Lazelle Avenue  
Terrace, B.C.  
V8G 4E1 (250) 615-6100 (phone)  
(250) 635-9222 (fax)  
1-800-663-3208 (toll free)  
[lgallant@rdks.bc.ca](mailto:lgallant@rdks.bc.ca)

Interviews will be conducted between September 13-17 and a final decision will be made by September 24.

For further questions, contact Laurie Gallant, Zero Waste Program Manager by email at [lgallant@rdks.bc.ca](mailto:lgallant@rdks.bc.ca) - please put Zero Waste Facilitator in subject line. Phone calls can be made to either the RDKS office at 250-615-6100 or toll-free 1-800-663-3208. The Program Manager also works from her home in Smithers and can be reached there directly at 250-847-1670. Office hours are Monday to Friday, 8:30 am to 4:30 pm.

We look forward to hearing from you!