**Job Description**

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| GENERAL INFORMATION | |
| **Job Title:**  **Division:**  **Date of Job Description:**  **Terms:**  **Job Reports to:** | **Waste Management - Communications Liaison** |
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| THE INCUMBENT | |
| **Name of Incumbent:**  **Date of Hiring:**  **Name of Supervisor:** |  |
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| **General job description** | |
| The incumbent will be responsible for development of communication materials for regular presence in local media and promote waste reduction in XXXX Activities will be in line with and support the objectives set in Waste Management Plan, and will include the development and delivery of waste reduction education and provide opportunities and support for residents, Construction Renovation and Demolition **(CRD)** sector and the Institution, Commercial and Industry Sector **(ICI)** in their waste reduction efforts. | |
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| **RESPONSIBILITIES** | TASKS |
| Develop and deliver waste reduction education and carry out activities that are in line with and support the objectives set in XXXXWaste Management Plan | * Develop and update content for brochures and pamphlets for residential, CRD and ICI sectors that promote services and actions that divert more waste items from Landfills; * Develop and assist with the delivery of activities that provide learning opportunities and / or achieve waste reduction for all sectors; * Develop waste reduction initiatives that provide opportunities and support waste reduction for all sectors; * Carry-out educational sessions for Residential and ICI sectors. Example topics include composting; the three R’s, and information campaigns that build awareness around issues of sustainable and responsible consumption * Approach schools, community groups, youth groups, community organizations, other institutions and businesses and the community at large to seek opportunities for providing waste reduction education; * Develop a database to track progress, primary contacts including contact information and outreach efforts and special needs/challenges of all sectors |
| Develop communication materials for regular presence in XXXX media which promote XXXX services and Waste Management Plan. | * Develop communication materials to inform the Residential, ICI and CRD sectors of the Waste Management Plan and the set objectives; * Develop communication materials on waste disposal services offered by the Mohawk Council of Kahnawake (MCK); * Work with the XXXXXX to prepare materials for use in local media (examples include press releases, XXXX interviews, newspaper articles, posters, commercials for local cable TV, radio advertisements, etc.) |
| Other duties as assigned | * Participate in other daily activities and waste management operations. Examples include assisting with incoming phone call inquiries and walk-ins, data collection, surveys, Inventory control, GIS data entry (?), workshops and community events. |
| * To perform other job related duties as directed by the Immediate Supervisor. | |

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| ACCOUNTABILITY | |
| * To project a positive image of the department with the general public; * To provide accurate information; * To deal with internal and external clients in a tactful, discreet and courteous manner; * To maintain confidentiality; * To adhere to the XXXX Administration Manual-Personnel Policy and XXXX language initiatives. | |
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| QUALIFICATIONS | |
| **Education and Experience Required** | * + DEP in Administrative Assistance plus one (1) year relevant experience   OR   * + High School Diploma plus five (5) years relevant experience   AND   * + Valid Class 5 driver’s license * Scientific background and knowledge of the bio-diversity and environmental issues of Kahnawake an asset; |
| **Skills**  **Requirements** | * Excellent communications skills both oral and written.   + Excellent organizational skills   + Creative, and knowledgeable about the community and community dynamics   + Computer skills (MS Office suite);   + Basic knowledge of Geographical Information Systems (GIS)(?) * Analytical skills. * Ability to communicate in Kanien’keha and French is an asset. |

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The immediate supervisor The incumbent

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PERFORMANCE MANAGEMENT COORDINATOR

HUMAN RESOUCRES UNIT