



CREE NATION OF CHISASIBI

**P.O. Box 150
Chisasibi, Quebec J0M 1E0
Tel.: (819) 855-2878 Fax: (819) 855-2875**

JOB OPPORTUNITY

TITLE: ECO-CENTER AND WASTE MANAGEMENT COORDINATOR

CORE FUNCTION: Under the departments of Land and Environment and Public Works Department but more specifically, under the direct supervision of the Director of Public Works, the Eco Center and Waste Management Coordinator will have a multifaceted role focused on environmental education, sustainability practices, and efficient waste management. He/she will be responsible for the daily operations of the Eco-Center and the Landfill.

ECO CENTER RESPONSIBILITIES:

- Will be responsible for the daily operations of the Eco-Center and landfill.
- Provide a daily schedule for the sanitation crew and recycling crew.
- Will be responsible for providing a daily schedule for the pick-up of garbage and recycling materials.
- Coordinate annual clean-up of the community and traplines.
- Will develop and deliver education programs, workshops, for schools, community groups, and the public on topics related to conservation, sustainability, and the environment.
- Must help organize and manage special events, seasonal activities, and community outreach programs to promote environmental awareness.
- Will work with other entities such as: EEQ, CNG to develop the new landfill site and curbside recycling.
- Coordinate with other entities and departments a recycling program that suites their needs.
- Design and implement community hazardous waste management programs.
- Answer questions from community members, particularly with respect to waste



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management (compost, recycling, large waste, garbage etc.).

- Advise members of recycling practices, for example, storage of materials, meaning of each bin.
- Conduct recycling training, campaigns and awareness workshops to school, businesses and community members.
- Assist in the maintenance and upkeep of the Eco Center's facilities.
- Must stay current with environmental trends, research, and best practices to enhance the center's educational offerings and conservation projects.
- Maintain records, prepare reports, manage social media accounts, and assist with grant writing and fundraising efforts.

WASTE MANAGEMENT RESPONSIBILITIES:

- Create and implement waste management and recycling programs to reduce waste and promote sustainability within the community and the Eco Center.
- Educate the community about proper waste disposal, recycling practices, and waste reduction strategies.
- Monitor and report on waste management practices, including waste generation, recycling rates, and program effectiveness.
- Oversee waste collection, sorting, and disposal processes at the Eco Center, ensuring compliance with local regulations and sustainability goals.
- Work with local waste management authorities, recycling companies, and other relevant organizations to enhance waste management efforts.
- Research and implement innovative waste reduction and recycling technologies and practices.
- May perform other duties as requested by immediate supervisor.



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REQUIREMENTS:

- Bachelor's degree in Environmental Science, Education, Sustainability, Waste Management, or a related field. Advanced degrees or certifications in environmental education, conservation, or waste management are a plus.
- Previous experience in environmental education, community outreach, waste management, or a related field is preferred.
- Strong communication and presentation skills, organizational abilities, and a passion for environmental conservation and waste reduction.
- Knowledge of local flora, fauna, ecosystems, and waste management practices is beneficial.
- Ability to conduct outdoor activities and participate in physical work related to garden and trail maintenance, as well as waste collection and sorting. Be able to lift heavy items.
- Must have a valid driver's license
- Ability to work independently and as part of a team.
- Creative thinking and problem-solving skills.

EMPLOYMENT CONDITIONS & SALARY RANGE:

- Regular full-time 35 hours per week
- Must be willing to work, nights, weekends and holidays
- Complete range of fringe benefits.

SALARY:

- Minimum \$60,000 to maximum \$80,000 depending on education and experience

PLEASE NOTE: when submitting your resume, please include copies of all Diplomas, Certificates, Valid Driver's License and Indian Status Card. All applicants must agree to perform a criminal background check.



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Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

**Barbara Spencer
Director of Human Resources
Cree Nation of Chisasibi
P.O. Box 150
Chisasibi, Quebec
J0M 1E0**

Or via email to: jobposting@chisasibi.ca

Posting Date: December 16, 2024
End of Posting: January 13, 2025

***APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM ***