



Keewatin Tribal Council

23 Nickel Road Thompson, Manitoba R8N 0Y4
Ph.: 204-677-2341 Fax: 204-677-0256
Toll Free: 1-800-665-6212 www.ktc.ca

Job Title: Environmental Coordinator
Office Location: Thompson, Manitoba
Employment Type: Full-time Term, to March 2020

The Environmental Coordinator will work under the Keewatin Tribal Council mandate and under the supervision of the Director Technical Services, KTC and the immediate Chief and Council of each First Nation Community.

Keewatin Tribal Council Environment Coordinators will mentor and guide the communities in accordance with current Federal/ Provincial Environmental legislation and procedures relating to diversion methods of different items such as scrap metal, non-functional household white goods, household hazardous waste (e.g. Aerosol cans, paint, batteries, etc.). Coordinators will also assist in planning workshops, conferences and training pertaining to waste management suited to the First Nations when and where required. All training and Mentorship will be provided to the selected candidates.

Duties and Responsibilities:

- Participate in a 8 to 10 days orientation and training program to be held in Winnipeg in October/ November 2018
- Assist in planning and delivery of the 2019 Northern Manitoba Recycling Workshop taking place in Thompson in February 2019
- Conduct surveys from the communities to collect information on their current waste management and recycling situation
- Conduct inventory, if needed, and maintain data base of scrap metal and white goods for all 11 communities
- Plan and coordinate staging and shipping of scrap metal and non-functional white goods (waste hauling) in the 11 First Nation communities
- Liaise and consult with government agencies, Producer Responsibility Organizations, and with commercial business/ industry
- Represent KTC's 11 First Nation communities at meetings, workshops and forums
- Coordinate/facilitate access to available rebate programs
- Respond to community members and local business inquires
- Lead community waste management awareness and outreach
- Work with First Nation leadership on community consultation and engagement activities throughout the project implementation
- Site and community visits are mandatory when required

- Able to travel and stay over nights in communities
- Other duties as assigned

Qualifications:

- Knowledge of First Nation culture, traditions and practices
- Project management, supervision and conducting community consultations experience would be an asset, especially in relation to environmental services, recycling / waste management
- Must be self-motivated and able to work with minimal supervision
- Proven organizational skills with the ability to manage multiple tasks and competing priorities
- Familiar with Health and Safety requirements
- Candidates need to have good knowledge of the state of environment in Manitoba specifically in First Nations remote communities
- Knowledge of various computer software related to Microsoft office applications
- Ability to develop and maintain strong working relationships with partners organizations and the people interact with
- Ability to carry out administrative/ staff assignments and present them verbally and in writing format
- Ability to present and share ideas and concepts with public and non-technical personnel
- Good judgment, planning and strategy making skills
- Creative and initiative problem solving tactics
- Ability to manage, lead, participate and schedule multiple activities
- Ready to work in remote locations and in various work environments
- Class 5 Manitoba Drivers' license
- Minimum Grade 12 graduate
- Physical ability to bend/lift 50 lbs

Please forward all applications and resumes, including two (2) references that KTC will contact with applicant written permission to:

Lisa Beardy, Office Manager
Keewatin Tribal Council Inc.
23 Nickel Road, Thompson MB R8N 0Y4
Fax: 204-677-0256
Email: lbeardy@ktc.ca

Applications will be accepted until 4:00 p.m. Friday, January 25, 2019. We wish to thank those that apply for this position but only those selected for an interview will be contacted.