

Position Title: Zero-Waste Coordinator

Unit: Facilities Management and Ancillary Services

Department: Joint appointment between Office of Sustainability and Buildings & Grounds

CONTEXT:

McGill's Waste Reduction and Diversion Task Force was established to identify opportunities to optimize McGill's waste management system. This Task-Force has recently completed the new 2018-2025 Waste Reduction & Diversion Plan, and is seeking to hire a Zero-Waste Coordinator to implement this Plan. This individual will be responsible for coordinating all aspects of Plan implementation. This includes but is not limited to the list below.

RESPONSIBILITIES:

- Manage the comprehensive implementation of the 2018-2025 Waste Reduction & Diversion Plan.
- Collaborate with various McGill units to ensure that the Waste Plan priority actions are being implemented. This includes upgrading multi-bin waste stations, collecting all relevant data, conducting solid waste audits to track progress, etc.
- In partnership with Buildings and Grounds, oversee and manage the contract for waste collection at McGill
- Work with Building Directors and student groups to strengthen waste operations network.
- Contribute to the creation of a campus communications strategy for waste education and awareness, which includes webpage information, video content, printed information, etc.
- Develop a long-term plan for organic campus waste collection.
- Support student applied research initiatives around waste management.
- Coordinate all waste education activities for orientation and other campus-wide events.
- Conduct campaigns and workshops throughout the year to engage and educate McGill's community.
- Implement a waste reduction pilot project targeting staff and students in at least one building.

REQUIRED SKILLS:

- Bachelor's degree in business, environmental studies, political science, engineering, economics, geography, sociology or related field.
- At least two years of experience in environmental management or matters relating to waste management.
- Prior project-management experience with proven ability to meet deadlines and remain on budget.
- Comfortable problem-solving with multiple stakeholders.
- Demonstrated organizational, communication and interpersonal skills.
- Experience composing and delivering presentation as well as facilitating groups

- Strong working knowledge and passion for waste reduction, sustainability and environmental management.
- Excellent research, analytical and organizational skills.
- Knowledge of Word, Excel, Power Point.
- Works well independently and as part of a decentralized team.
- Team player and multi-tasker who can establish and follow priorities while maintaining flexibility.
- Works well with students.

REPORTING

The **Zero-Waste Coordinator** will be physically situated at the McGill Office of Sustainability, and will report to both the Director at the Office of Sustainability and the Director at Buildings and Grounds.

HOURS: 33.75 / week

RATE: \$27 / hour

DURATION: 1 year

DEADLINE TO APPLY: February 23, 2018

CV and cover letter should be sent to francois.miller@mcgill.ca by February 23, 2018, 5:00 PM, with the subject line 'Zero-Waste Coordinator Application'.

The McGill Office of Sustainability (MOOS) values the contributions that individuals who identify as members of marginalized communities bring to our organization, and encourages women, Indigenous people, people of colour, people identifying as LBTTQI (lesbian, gay, bisexual, transgendered, two-spirited, queer, intersex), members of ethnic minorities, immigrants and people with disabilities to apply. Please indicate if you consider yourself to be a member of one of these groups and would like to be considered as such for the purpose of this hiring process.