

Job title	<i>Project Coordinator (one-year contract, with potential for renewal)</i>
Reports to	<i>Project Manager</i>

Job purpose

The Compost Council of Canada has launched a project to develop and test an interactive, bottom-up process for creating efficient waste diversion programs within businesses and institutions. This innovative project will feature the incorporation of community-based social marketing strategies for changing behavior, employee-led program design, and the on-going monitoring of program impacts on greenhouse gas reduction. The successful applicant will coordinate and document the activities of the members of the project team, as well as play a direct role in the set-up and operation of the greenhouse-gas accounting framework for the overall project.

Duties and responsibilities

1. In consultation with the Project Manager, set up and manage a Project Schedule. This will include a tracking system for both individual participating companies and the project as a whole.
2. Liaise with project team members as required, in order to ensure that everyone is aware of the timing of their responsibilities under the schedule.
3. Liaise with key employee contacts at participating companies, ensuring that they know where their timeline stands and that their meeting dates are incorporated in the Project Schedule.
4. In consultation with the Project Manager and the Council's Executive Director, develop and implement a greenhouse-gas (GHG) accounting system for the Project.
5. Work with the Project Communications Team to develop a website that monitors progress and provides participants with real-time feedback on progress.
6. Attend meetings with participating companies and record questions raised and decisions made.
7. Assist with waste audits and conduct analysis of data obtained through these audits.
8. Assist with development of communication plan and messages including implementation of same with participating companies.
9. Assist Project Manager with various other related duties.

Qualifications

- An undergraduate university degree, preferably in a scientific discipline.
- The ability to interact both clearly and diplomatically with both co-workers and clients.
- The ability to manage one's own time efficiently and to be a self-starter.
- Demonstrated organizational ability to keep records and track projects.
- An ability to do basic mathematical analysis of raw data, including the development of graphs and charts using Excel and Powerpoint
- A basic understanding of the science of climate change, particularly as it applies to GHG mitigation.
- Some understanding of waste management issues would be an advantage.
- Possession of standard driver's license is not necessary, but would be helpful.
- Some level of experience in the environmental field is preferred.

Working conditions

The job will entail a standard 37.5 hour work week, with two paid breaks and an unpaid lunch hour. Some of the work will occur outside of the Compost Council offices; for instance, the Coordinator will be expected to attend many meetings with companies involved in the project (in the Dufferin-Steeles area of north Toronto) and will be required to participate in waste audits conducted at these facilities. In the latter case, any required safety equipment will be supplied by the Council.

Physical requirements

The successful applicant will be expected to assist in waste audits, where sorting of post-consumer and industrial wastes (e.g., paper, food scraps, plastic packaging, wood pallets, etc.) will take place.

Deadline for Application = Thursday February 22, 2018

Please submit your resumé to THE COMPOST COUNCIL OF CANADA c/o
jim@compost.org