

# Recycling Program Coordinator

Location: [Yellowknife](#)

Department: **Environment and Natural Resources**

Job ID: **17417**

Salary: **\$90,714 - \$108,362**

Employment Type: **Full-Time, Regular**

Closing Date: **Sep 10, 2019**

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## Department Information

Environment and Natural Resources actively collaborates to protect, manage and restore ecosystem health, promote environmental stewardship and support the wise use of natural resources for the benefit of ecosystems, which include the people of the Northwest Territories.

## Job Information

Located in the Department of Environment and Natural Resources (ENR) headquarters in Yellowknife, the Recycling Program Coordinator is responsible for the operational side of the Waste Reduction and Management Section to deliver effective, efficient, transparent, accountable, and self-sustaining waste prevention, reduction, reuse, and recycling programs for residents of the Northwest Territories (NWT). Reporting to the Manager of the Waste Reduction and Management Section, the Recycling Program Coordinator's main responsibility is to manage the operations of GNWT's recycling programs. The employee is also responsible for ensuring compliance with the *Waste Reduction and Recovery Act (WRRRA)* and Regulations under the WRRRA, and the Terms and Conditions of licenses by monitoring and conducting inspection and audits of depots and processing centres. Working as a team, the employee is also responsible for implementing new waste prevention, reduction, reuse, and recycling programs and initiatives.

The Recycling Program Coordinator is the Department's program representative during frequent travels to all NWT communities. He/she must demonstrate excellent interpersonal skills and make field decisions to effectively deliver programs and be able to manage and work with contractors and casual employees to complete a job.

The Recycling Program Coordinator has spending authority of up to \$25,000 and works closely with Section staff to review and approve expenditures under the Environment Fund, which is a special purpose fund established under the WRRRA with current annual revenue of \$5.7 million dollars and expenditures of \$5.3 million dollars. The employee is

appointed as an officer under the Waste Reduction and Recovery Act and provides advice and assistance to ENR regional and field staff throughout the NWT and assists ENR headquarters staff on environmental management issues as they pertain to waste prevention, reduction, reuse, recycling and recovery.

Typically, the above qualifications would be attained by a Bachelor's Degree in a Business Administration, Economics, Accounting, Finance, Marketing, or a relevant Degree, with at least three years' experience in program delivery and operation, preferably in the field of waste prevention, reduction, reuse, and recycling in a northern environment.

## Inquiries Only:

Management and Recruitment Services  
Department of Finance  
Government of the Northwest Territories  
Yellowknife Centre 5th Floor  
P.O. Box 1320, Yellowknife NT X1A 2L9  
Fax: (867) 873-0445  
[jobsyk@gov.nt.ca](mailto:jobsyk@gov.nt.ca)