



The Corporation of the
Township of Algonquin Highlands
requires an

Environmental Coordinator

The Township of Algonquin Highlands with a permanent population of 2,000 and a seasonal population exceeding 10,000 is known within Central Ontario as an area of natural beauty where residents enjoy a rural lifestyle second to none.

The Township of Algonquin Highlands is seeking applications from experienced, qualified persons for the position of Environmental Coordinator. Reporting to the Operations Manager, the Environmental Coordinator is responsible for developing, implementing and administering waste diversion programs and initiatives, including education and promotion, and assisting in the administration of the Township's solid waste management program. The Environmental Coordinator provides overall support to the Operations Manager.

This position is also the website administrator for the Township.

The preferred candidate will possess the following qualifications:

- Post-secondary education in Environmental studies;
- Minimum of two (2) years relevant experience preferably in the municipal sector;
- Sound knowledge of principles, objectives, methods and procedures applicable to waste diversion;
- Working knowledge of provincial legislation, regulations and guidelines relating to waste diversion in Ontario;
- Proficiency and experience with the Microsoft Office Suite;
- Ability to work independently as well as in a team environment;
- Excellent organizational, problem-solving, report-writing, communication, presentation and public speaking skills;
- Graphic design skills/training is an asset;
- A valid "G" Driver's Licence for the Province of Ontario with a Clean Driver's Abstract.

Wage Range: \$26.18 - \$29.47 (35 hours/week)

The Township of Algonquin Highlands is an equal opportunity employer. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used solely for the purpose of job selection. We thank all applicants; however only those selected for an interview will be contacted. Visit our website at: www.algonquinhighlands.ca for the full job description.

Please submit your resume and cover letter, in confidence, by **3:00 p.m. on Friday, April 21, 2017** to:

Mike Thomas, Operations Manager
Township of Algonquin Highlands
1123 North Shore Road
Algonquin Highlands, ON K0M 1J1
Email: mthomas@algonquinhighlands.ca