

External Posting

Posting Date: Thursday, April 29, 2021

Closing Date: Friday, May 14, 2021 @ 12:00 NOON

Wage: \$ 29.93 - \$ 32.86 per hour

Classification: CUPE Inside Class 6

The Engineering and Public Works department is currently looking for a:
Permanent, Full-time, Public Awareness Representative

This role acts as a community liaison and ambassador on matters relating to waste management. It will also develop and deliver waste management public education and awareness programs and assists the waste management team in advancing various public consultation and engagement events. This job will work a 35-hour work week, Monday to Friday.

Responsibilities of the Public Awareness Representative will include, but not be limited to:

- Develop and deliver presentations related to waste management programs to the public and various community groups at public events and school classrooms.
- In consultation with the Corporate Communications team and following corporate branding guidelines:
 - design and produce materials to support the goals of the waste management program. This may include but not be limited to: promotion and education (P&E) materials, signage and related materials required for waste management facilities and collateral pieces such as brochures, flyers and newsletters. Related duties include researching of content, creating or sourcing of all design elements, editing copy and reviewing with Corporate Communications/ management prior to production.
 - develop advertisements and media activities including radio campaigns and public service announcements, and coordinate, schedule and monitor related program funding.
- Manage related website content and social media accounts for the District of Muskoka's waste management programs.
- Collect, organize and maintain various types of waste management data that will help inform communication strategies and processes.
- Assist the waste management team in responding to customer inquiries and complaints associated with waste collection and related programs; and
- Perform other related duties as assigned.

The skills, experience and qualifications we are seeking for this job include:

- Graduation from a two (2) year community college program in marketing or related field.
- Minimum two (2) years of related experience, preferably in waste management and/or environmental studies.

We would expect that your strengths will include strong knowledge of print, graphic, social media and other digital media combined with a demonstrated ability to effectively utilize relevant software applications such as computer design programs. Excellent interpersonal and communication skills that highlight your ability to present to wide variety of audiences, both formal and informally.

Full job description can be found [here](#).



If you have the necessary skills, experience and qualifications, and support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences) please review the “**How to Apply**” instructions on our [Website](#) and then submit your application.

[Watch our video](#) to learn more about working at the District!

The District Municipality of Muskoka is committed to employment equity and diversity in the workplace and welcomes applications from women, racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ+ persons.

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.