



External Posting

Posting Date: Friday, July 31, 2020

Closing Date: Friday, August 14, 2020 @ 12:00 NOON

Wage: \$ 29.01 – \$ 30.05 per hour

Classification: Class 6

The Waste Management division of the Engineering & Public Works department is currently looking for a:

Temporary, Full-time Public Awareness Representative

For a period of up to five (5) months

This role will work the permanent Public Awareness Representative (PAR) and Corporate Communications Team to assist in providing community liaison and customer service on all matters relating to waste management operations.

This job will work a 35-hour work week, Monday to Friday and may be required to work some overtime hours dependent on the needs of the division.

Responsibilities of the PAR will include, but not be limited to:

- Assist in responding to customer queries and complaints associated with the collection, diversion and disposal of solid waste.
- Design signage and related material required for landfills, transfer stations and bin sites.
- Design and produce related educational and promotional materials to meet the needs of Muskoka residents and the goals of the waste management program.
- Develop waste management advertisements and media activities including radio campaigns, public service announcements, including coordinating scheduling and program funding.
- Manage related website content and social media accounts for the District's waste management programs.
- Provide program support and analysis by developing and maintaining databases and electronic records on Muskoka's waste diversion activities.
- Assist with both proactive and reactive local media communications, media outreach opportunities and public information notices within the Public Works department, as required.
- Solicit, develop and deliver presentations related to waste management programs to the public and various interest groups through venues such as public meetings, committee meetings and school classrooms.

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

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

We would expect that your strengths will include excellent customer service skills, experience with computer design programs and social media platforms, and the ability to develop presentations and speak effectively in public settings, which involve people who are passionate about solid waste. Strong organizational and interpersonal skills are also key success factors for this job.



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 fully 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.