



## Seeking Community Pathfinder for First Nations Waste Minimization Project

Interested in supporting Manitoba First Nation communities to reduce waste, enhance recycling, and strengthen sustainability? If you are passionate about waste reduction and want to make an impact, this is an excellent opportunity for you.

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**Position:** Community Pathfinder, First Nations Waste Minimization (FNWM)

**Location:** Winnipeg, Manitoba

**Term:** This is an anticipatory posting for a full-time position at 35 hours per week for a 2-year, 3-month term position expected to begin January 2022 (contingent on approved funding).

**Remuneration:** \$21.25 per hour based on a 35-hour work week. Staff also receive a fully subsidized Winnipeg Transit Eco-Pass or equivalent value for cycling or walking as part of our "Active Transportation Benefit" policy, as well as a Health & Benefits program after 3 months.

**Application Deadline:** Applications will be accepted until the position is filled.

**Reporting:** This position reports directly to the First Nations Waste Minimization (FNWM) Project Coordinator at Green Action Centre.

*Due to the nature of this project, the position is directed to Indigenous applicants meeting the qualifications. Please self-identify in your letter.*

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**Position Summary:** Working with the First Nations Waste Minimization Project team, the Community Pathfinder will act as a liaison—both in person and remotely—for Manitoba First Nation communities looking to reduce and sustainably manage waste. To learn more about the project, please visit: [greenactioncentre.ca/first-nations-waste-minimization](https://greenactioncentre.ca/first-nations-waste-minimization)

**About Green Action Centre:** We are an environmental, non-profit organization focused on providing education and practical solutions for sustainable living. For over 35 years, Manitobans have looked to us for information on sustainable transportation, composting and waste reduction,

and resource conservation. We are governed by an elected board of directors, with a core group of passionate, dedicated staff that promote greener living and down to earth solutions related to climate change, sustainable transportation, overconsumption and waste reduction for households, workplaces, schools, and communities. We also run a social enterprise, Compost Winnipeg, which provides organic waste collection services for residences, businesses and multi-family dwellings in the Winnipeg area. Our office is located in Treaty 1 territory and the homeland of the Métis Nation in the heart of downtown Winnipeg, and we are part of the Manitoba Eco-Centre on the 3rd floor of the MEC building. Find more information at: [greenactioncentre.ca](http://greenactioncentre.ca)

## The Role & Responsibilities

You should have a fundamental understanding of solid waste management, waste minimization, and recycling in Manitoba; be able to answer basic questions regarding how to reduce waste and recycling options in the province; and know how to connect community members with the appropriate organizations for more detailed information and support. Training, both formal and informal, on waste reduction will be provided.

The position reports to the FNWM Project Coordinator and the Manitoba Pathfinder Advisory Committee provides project oversight, with Green Action Centre administering the project overall. Membership of the Advisory Committee includes representatives from Indigenous Services Canada, Producer Responsibility Organizations, and Manitoba Conservation and Climate.

### Key Responsibilities:

- Engage and build relationships with landfill or transfer station staff, Chief and Council, and community members in identified First Nations in Manitoba (overnight travel may be required).
- Support the communities to identify the most practical materials to be diverted from their landfill and link them with the appropriate Producer Responsibility Organization (PRO) to divert the selected material.
- Work with the landfill or transfer station operator, public works personnel, Chief and Council, and other community members to implement best practices for collection, storage, handling and transportation of various materials.
- Assist as needed with registering for the relevant Producer Responsibility Organization (PRO) program, and handling logistical matters associated with the program.
- Identify, where feasible, small scale capital acquisitions or training that may be supported to help the community attain results.
- Draft funding proposals in collaboration with the Chief and Council to support waste diversion and management at the landfill or transfer station.
- Assist, as needed, with the backhaul project to coordinate removal of divertible materials from winter road communities.

- Identify immediate and long-term training, education and capacity building needs and opportunities for the specified communities related to waste minimization.
- Engage communities to create awareness, understanding of the need, and build support for households, schools, leadership and community members on the specific PRO material and program selected.
- Foster independence and pride so that the landfill operators and community champions feel empowered to continue waste minimization and recycling activities.
- Work with the identified communities and others to identify challenges to the implementation of solid waste reduction and recycling efforts, and find practical solutions.
- Provide monthly written updates to the Project Coordinator regarding activities and progress, including community trends or waste management issues encountered.
- Attend quarterly meetings with the Manitoba Pathfinders Advisory Committee as required.
- Assist with the development of resources to support landfill staff, Chief and Council, and community champions in their waste minimization efforts.
- Assist with preparing an annual report that documents the process undertaken with the communities, including photos, monthly updates, successes and challenges, detailed summary of materials removed from the community, education and capacity building needs and opportunities, and tangible waste minimization results.
- Look for opportunities to build partnerships with other communities and organizations, and address challenges in removing materials.
- Participate in training, including informal (e.g. with Producer Responsibility Organizations) and formal (e.g. SWANA Landfill Operator Basics Training).

### **Knowledge, Experience and Characteristics:**

- Experience working/volunteering with rural and/or northern Manitoba First Nation communities.
- Knowledge of sustainable solid waste management practices, including composting, in Manitoba.
- Familiarity with First Nation governments, their function and structure.
- Excellent interpersonal and communication skills with the ability to establish credibility with varied stakeholders.
- Ability to listen actively to and respect, consider and incorporate the views of others.
- Ability to work alone effectively and as part of a team.
- Ability to think creatively to find solutions and see opportunities.
- Strong facilitation and collaboration skills.
- Excellent written and presentation skills.
- Solid organizational and time-management skills.
- Proven effective use of budget and resources in a transparent and accountable manner.
- Experience with social media (Facebook) and MS Office (Word, PowerPoint, Excel).

## Language:

- The ability to communicate in written and verbal format in English is required.
- The ability to communicate in Cree, Oji-Cree and/or Ojibway is considered a strong asset.

## Other Requirements:

- Valid Class 5 Manitoba Driver's Licence
- Personal cell phone with data plan
- Willingness to work irregular hours (evenings, weekends) as needed
- Ability and willingness to travel extensively and overnight within Manitoba

A laptop, computer and office space will be provided, and travel costs will be covered.

## COVID-19 Considerations:

Green Action Centre follows and/or exceeds Manitoba Public Health COVID-19 guidelines and protocols. Double vaccination is a condition of employment with the exception of acceptable, documented medical exemptions.

## Diversity and Inclusion

Green Action Centre is committed to developing a diverse team and is working to better reflect and represent the diversity of the communities we serve. Members from the following communities are encouraged to apply and self-declare in your application, however, due to the nature of the position, preference will be given to candidates who identify as First Nations or Metis:

- Indigenous, Black, People of Colour
- Immigrant or refugee
- People with disabilities
- LGBT2SQ+

## Application Procedure

**Application Deadline:** Applications will be accepted until the position is filled.

**To Apply:** Send your resume and cover letter by email to [info@greenactioncentre.ca](mailto:info@greenactioncentre.ca) with "Community Pathfinder" in the subject heading.

**No phone calls, please.** We thank all applicants for their interest, however, only those who are selected for an interview will be contacted.