



**First Nations Work Opportunity:
Zero Waste Training and Circuit Rider Programs Coordinator**

Posted: December 2022

Are you interested in zero waste and helping protect our environment?

IZWTAG has an opening for the Training and Circuit Rider Programs Coordinator, a key team member who manages two of the core zero waste programs* delivered by IZWTAG to First Nations across B.C.

About the Indigenous Zero Waste Technical Advisory Group (IZWTAG)

IZWTAG is proud to be an Indigenous run, non-profit society dedicated to protecting the environment and improving waste management within every First Nation community. Founded in 2019, IZWTAG is expanding its team to meet the high demand for its programs and services. Visit izwtag.com to learn more.

Scope of Work

Reporting to the Executive Director, and working with other team members, this position coordinates all aspects of the IZWTAG Training and Circuit Rider programs and ensures their smooth operation. Circuit rider program work includes scheduling circuit rider field visits to First Nation communities, assisting circuit riders with trip preparation, assembling reports, tracking invoices and follow-up work. The Co-ordinator is also responsible to organize the annual training program calendar and ensure delivery of the courses, including training registration, booking venues and instructors, in-person logistics support at training events, invoice and claim tracking and completion certificate preparation.

Qualifications

As an indigenous-led organization, IZWTAG aims to recruit First Nations personnel. Additionally, the role is for someone who has:

- Demonstrated experience working with First Nation communities.
- 5+ years' work experience in solid waste management and/or public works.
- Valid Class 5 Driver's License with driving record in good standing.
- Excellent organizational and project management skills.
- Willingness, availability and ability to travel to remote regions of B.C.
- Basic understanding of MS Office, Word, Excel.
- Excellent verbal and written communication skills and abilities in English.

Work Hours

IZWTAG operates on a Monday to Friday, 9am to 5pm schedule. This is a full-time position for approximately 35 hours per week. Actual weekly hours may vary through the year. This position could also be hired on a contract basis and renewed annually.

Compensation

The total salary is between \$65,000—\$72,800 annually, dependent on experience and qualifications. Eligible expenses will be reimbursed up to \$5000 annually.

How To Apply

We invite you to submit your resume and a cover letter to **Lucinda Phillips** at exec.izwtag@gmail.com.



IZWTAG
INDIGENOUS ZERO WASTE
TECHNICAL ADVISORY GROUP

***About the Circuit Rider Program**

IZWTAG's Zero Waste Circuit Riders are experienced solid waste experts who provide First Nation waste management operators with on-the-ground technical training, advice and practical hands-on help with facilities and equipment. The Program aims to support excellence in setting up and operating indigenous waste management systems across B.C. The Program co-ordinates with governments, stewardship organizations, and service providers to deliver clean-up, recycling, composting and training services to all indigenous communities.

***About IZWTAG Training Programs**

IZWTAG delivers zero waste operator training for First Nations communities in partnership with the Solid Waste Association of North America. IZWTAG also offers Technical Training Modules (in partnership with stewardship organizations and experts) and Community Recycling Champion training. Visit izwtag.com for more information.