



Bow Valley Waste Management Commission

The Bow Valley Waste Management Commission (BVWMC) operates the Francis Cooke Regional Class III Landfill and Resource Recovery Centre (FCLRRC) near Exshaw, Alberta, in the world-famous Bow Valley. Do you have the knowledge and experience to help us promote and support best-practice waste management in our community? BVWMC has an opportunity for a motivated professional to help guide sustainable waste management efforts in the region. We're looking for a strong communicator who can support the Commission's goals by delivering waste management educational programs, fostering positive partnerships with the public, community associations, and building industry.

TITLE OF SUPERVISOR: Regional Coordinator

GENERAL ACCOUNTABILITY: The Construction, Renovation and Demolition (CRD) Waste Ambassador coordinates and delivers education and training of sustainable waste management practices for CRD waste, recycling and related activities in the Bow Valley region and community.

The CRD Ambassador will develop relations with local businesses, industry, municipalities and residents to further goals of waste reduction and diversion, encouraging best practices and raising awareness of waste matters.

PLACE OF WORK: Francis Cooke Regional Class III Landfill (FCRL), Exshaw, AB

MINIMUM QUALIFICATIONS:

- Post-Secondary degree in education, environmental science or equivalent.
- Valid Class 5 Alberta Driver's License.
- Knowledge of responsible waste management with related experience.
- Current Standard First Aid and CPR certificate or be willing to obtain.

ABILITIES:

- Must have strong public presentation skills and be capable of promoting environmentally sound practices and solid waste related programs to a variety of audiences.
- Must be able to schedule and coordinate education and training opportunities.
- Must be able to interact positively with construction industry and develop productive working relationships in the community.
- Must have competent report writing and communication skills.
- Must have ability to develop education and training material for CRD industry
- Must have ability to understand relevant municipal policy and bylaws relating to CRD waste and activities.



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- Must have ability to develop working relationships with staff at various levels of government.
- Must be a team player, as well as be able to work independently.
- Must be able to problem solve to assist job sites overcome common barriers faced with recycling on construction sites.
- Knowledge of current construction waste management practices in the Bow Valley is an asset

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Deliver education and training to CRD site workers.
- Participate in various education events and deliver presentations to business and community groups in member municipalities
- Ongoing liaison with residents, businesses, community groups and municipal staff in member municipalities.
- Collaborate with waste managers in member municipalities to develop specific education and training offerings within the region.
- Maintain knowledge of FCRL services and operations, monitor Class III waste diversion success and develop plans to ensure strategic objectives are achieved.
- Maintain and develop knowledge of municipal, provincial and federal legislative changes in the waste management industry and advise on their practical effect for CRD waste management.
- Generate written reports to support decision making by the BVWMC Board of Directors.
- Provide assistance and guidance to site users to increase diversion of waste from landfill at FCRL.
- Other related operational and administrative duties as required.

TERMS AND WORK SCHEDULE

This is a part-time position at 20hrs per week. Schedule to be determined based on job needs and the successful applicant.

HOW TO APPLY:

To apply, please send your cover letter and resume to Elizabeth Boak at elizabeth@bvwaste.ca
Applications will remain open until 8am March 2nd, 2026