



JOB POSTING:

March 13, 2019

Municipal Waste Association Membership Coordinator Position (Part-time, approximately 21 hours per week*)

The Municipal Waste Association (MWA), formerly known as the Association of Municipal Recycling Coordinators, is an incorporated not-for-profit organization formed in 1987 by Ontario municipal waste management professionals to facilitate the sharing of municipal waste reduction and recycling information and experience. The MWA office is located at 11B Suffolk Street East, Guelph and this position will work from that location.

Position Summary:

Reporting to MWA's Executive Director the Membership Coordinator possesses a variety of skills and abilities, and can execute numerous tasks with exceptional efficiency, quality, and independence. **Start date: Immediate.**

Primary responsibilities include, but are not limited to:

- Responds to MWA email, voicemail, phone inquiries and Members' surveys
- Assists in research and writing of the MWA newsletter and securing paid advertising in collaboration with the Executive Director
- Assists in maintaining the MWA website
- Maintains all records for MWA memberships; invoices yearly or as needed
- Assists with workshop development and implementation including: registrations; on-site arrangements and logistics; securing sponsorships, etc.
- Liaison and recording secretary for the MWA's Committees: Markets, Operations and Contracts; Multi-Residential; Municipal Hazardous and Special Waste; Organics; and, Promotion & Education (arranges meetings, teleconferencing, takes minutes, etc.)
- Conducts/participates in: research, projects, reports, etc. as requested by the Executive Director
- Other duties as assigned

Qualifications:

- Working knowledge and experience with WordPress website content management system (CMS)
- Business office management experience (i.e. reception, Outlook Calendar, etc.)
- Experience/knowledge with MS Office, preferably 365 Business Suite programs
- A valid Class G driver's license with a good driving record
- Working knowledge of solid waste industry/environmental field
- Ability to work independently and be a self-starter

Remuneration

\$25.00 per hour

***This position requires additional hours per week for events such as the annual Fall and Spring Workshops**

How to apply:

Qualified applicants are invited to submit a resume and cover letter to be received no later than 4:00 p.m. on April 3, 2019 to: trevor@municipalwaste.ca or by mail to:

PO Box 1894 Station Main, Guelph, Ontario N1H 7A1 or by fax to 519-823-0084

All applicants are thanked for their interest, but only those selected for an interview will receive a response. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.