Reduce the Juice:
Green Bin Initiative

Team Leader

The Reduce the Juice project will be a community oriented green bin program operating in the Region of Waterloo for the summer of 2012. It will consist of door-to-door surveys and community outreach with the primary goal of increasing volume green bin use and purity, thereby reducing the participant's greenhouse gas emissions by the end of the project, March 31, 2013.

The successful candidate will have a diverse set of responsibilities covering all aspects of the project and assist the Project Director in the successful execution of the project. Principal duties include supervising student teams of up to 6 students, working closely with the Region of Waterloo's Waste Management Division, coordinating all promotional materials, writing campaign materials as well as progress reports and communicating with the public.

Task Description

- Contribute to development of project materials including questionnaires, hand-outs and press releases
- Leading day-to-day operations of the Reduce the Juice project, including scheduling the student teams, operating the Reduce the Juice office, and coordinating promotional activities.
- Research activities including exploring other programs of similar scope, other successful surveys and avenues for promotion
- Assisting with Reduce the Juice program administration by receiving inquiries from the public and the press about transportation conservation, climate change and project goals
- Ongoing motivation of high school students teams and the ability to ensure they maintain a high level of productivity and meet their established targets
- Hours will be irregular and require some evenings and weekends

Required Knowledge

A thorough understanding of the current environmental situation and a solid understanding of climate change and how it affects the Waterloo Region. Some background in marketing, sales, customer relations or equivalent experience. Detailed knowledge of the local community.

Required Skills and Abilities

- Proficiency with MS Word, Excel, PowerPoint, refined internet search skills.
- Excellent communication (verbal and written) and interpersonal skills.
- Strong organizational skills.
- Strong team-work focus.
- Strong analytical and problem-solving skills.
- Ability to work independently.
- Some heavy lifting required.
- ASSET: Own or have access to a reliable vehicle on a daily basis

Qualifications

- Enrolment in a recognized university or community college
- Demonstrated leadership skills
- Demonstrated ability to deal professionally with clients, other non profit agencies and the public
- General knowledge of environmental issues.

Salary: $15.00/hour

Please submit applications by April 25, 2012 to:

Ms. Sara Wicks, Director
swicks@reducethejuice.ca

We thank all applicants; however, only those selected for an interview will be contacted.