

## **SUMMER AMBASSADOR**

### **for the Recycling Council of Alberta**

The Recycling Council of Alberta (RCA) is a registered charity dedicated to promoting and facilitating waste reduction, recycling and resource conservation. Creating awareness and educating Albertans on waste reduction and associated environmental benefits is an important role for the RCA. For more than 10 years, the RCA has been employing post-secondary students during the summer to deliver a range of environmental projects across Alberta.

As an Ambassador, you will travel around Alberta delivering waste reduction education, conducting surveys, undertaking field research, and collecting and compiling waste data. Ambassadors may be required to spend several days in a row travelling and/or staying in another municipality for specific projects. As many events occur on weekends, availability to work both weekdays and weekends is required. Workweeks will be based on 40 hours, so when weekend activities are required, alternate weekdays will be provided as time off in lieu.

#### **You should apply to be an Ambassador if you are:**

- Outgoing
- Flexible
- Organized
- Self-motivated
- An effective communicator with strong interpersonal and writing skills
- Have excellent time management skills
- Able to work remotely and autonomously
- Interested in and understand environmental issues and programming
- Able and willing to travel throughout the summer, including overnight hotel stays on weekdays and weekends

#### **Key Responsibilities include:**

- Travel by vehicle (often supplied by RCA) across Alberta with another Ambassador
- Deliver targeted environmental public education messages through communication with businesses, municipalities, schools, the public and local media
- Field research into the nature of materials collected through Alberta's recycling programs. May require physical labour in a waste management environment
- Daily, weekly and monthly planning to schedule and map out driving routes and complete tasks
- Completion of weekly, monthly and end-of-project reports, including summary presentations to project partners
- Data entry of field survey responses
- Management of expenses and time reporting of different project components

#### **Additional Requirements:**

- Must have a cell phone and laptop (with current Microsoft programs including Word and Excel)
- Strong computer skills and regular internet access
- Completion of First Aid and / or WHMIS course
- Your own vehicle for travelling to project sites in Calgary and neighbouring communities / counties / municipalities
- Qualified to drive a rental vehicle. A driver's abstract will need to be provided if invited for an interview
- Eligible participant for student funding (must not be over the age of 30)

**Salary:** \$17.00 / hour

**Term:** Four-month project (tentatively May 1, 2020 – August 30, 2020)

**Location:** Ambassadors will be based out of Calgary

**Application Closing Date:** March 30, 2020

**Please submit electronic application (cover letter and resume) to:** [info@recycle.ab.ca](mailto:info@recycle.ab.ca)