



POSITION TITLE:	Community Engagement Coordinator
REVISION DATE:	March 11, 2026
REPORTS TO:	Communications Officer
POSITION SUMMARY:	<p>The Community Engagement Coordinator is responsible for participating in community events, providing public education including the delivery of Solid Waste education contract deliverables, and supporting the Communications team with public engagement. Responsibilities include developing accessible educational materials, creating and managing digital content, and ensuring consistent, accurate messaging across municipal programs and initiatives. The Community Engagement Coordinator will have a dotted line reporting to the Manager of Solid Waste.</p>

TASK NO.	DESCRIPTION
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Solid Waste Education (50%)

- 1.1. **Solid Waste Education** - Deliver targeted waste reduction education through direct engagement with residents, businesses, schools and community groups, specifically focusing on Divert NS and Circular Materials contract requirements, including planning and facilitating special waste reduction events (Environment Week, Waste Reduction Week, Shred Events, Household Hazardous Waste community events, and the Waste Management Centre annual Open House).
- 1.2. **Educational Materials and Content Creation** - Develop and maintain accessible presentations, displays, brochures and other promotional materials and supplies. Content creator for social media, website and Solid Waste newsletter.
- 1.3. **Divert NS relations** - Attend workshops and meetings hosted by Divert NS related to the education contract funding.

2. Municipal Communications and Public Engagement (40%)

- 2.1. **Community Engagement** - Assist with planning, organizing, and implementing open houses and attending other events (i.e. parades, festivals, etc.) as an ambassador of municipal services, responding to public inquiries and providing information and education as needed.

2.2. Digital Asset Library - Produce, organize and maintain high-quality digital media, including photos, video and other assets that can be used to highlight municipal programs and community events.

2.3. Educational Materials and Content Creation - Create accessible, public-facing documents and educational materials (digital and print), such as videos, posters, flyers and newsletters to promote municipal services and public education for various audiences (eg. ditch clearing, storm preparedness, municipal budgets, etc.). Support brand consistency by aligning visual materials, promotional items, and municipal swag with established brand standards.

3. Other Duties (10%)

3.1. Communication Support - Provide back-up support to the Communications team for social media, brand identity and web content as required.

3.2. Continuous Improvement - Provide recommendations on opportunities to engage with the community and waste reduction program improvements.

3.3. Brand Standards - Collaborate with the Communications team to ensure consistency of brand standards and alignment with municipal priorities.

3.4. Other - As assigned by the Communications Officer or Manager of Solid Waste.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- Diploma in communications, public relations, graphic design, marketing or related field, or an equivalent combination of education and experience
- 2 years related experience in communications or marketing

Knowledge, Skills, Abilities

- Knowledge of graphic design programs including proficiency in Adobe InDesign, Canva, Photoshop.
- Excellent interpersonal, public speaking and customer service skills with the demonstrated ability to exercise tact, leadership, good judgement and diplomacy.
- Knowledge and experience in creating engaging content and the ability to distill technical information into easily digestible content for a variety of audiences.
- Excellent organizational, research and time management skills with strong attention to detail.
- Ability to manage multiple priorities and deadlines
- Proficiency in Microsoft Office Suite required.
- Ability to demonstrate active listening, collaboration and trust building skills.

Working Environment

- Flexible scheduling required to attend evening, weekend and holiday events.
- This position qualifies for overtime pay.
- Access to reliable transportation required for frequent travel throughout the Municipality.

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>