

Municipal Liaison Officer - Municipal Waste Management Energy Efficiency

Responsibilities

- Immediate responsibility is to gain a thorough understanding of municipal waste management in Manitoba as well as energy efficiency (energy efficient upgrades/retrofits of municipal buildings and facilities)
- Systematic communication campaign with all municipalities and development of a network of municipal waste management partnerships in Manitoba
- Establish appropriate communication materials to inform municipalities on the progress of their waste management and building energy efficiency programs/projects
- Conducting outreach to municipalities and reporting on actions taken to recruit them
- Collect and process requests for information on Eco-Western Canada's interventions in the field of waste management and energy efficiency
- Identify and implement local development actions and analyze the impacts of these actions
- In liaison with the Communications Officer, prepare the agenda and organization of conferences and events related to waste management/energy efficiency (i.e. Zoom or Microsoft Teams)
- Carry out a specific watch on the territory in order to identify new development opportunities/projects in these two sectors of activity

Qualifications

- Good knowledge of the Manitoba territory and its social, economic and political issues
- Excellent communication and interpersonal skills
- Above average writing skills (preferably both English and French) and ability to synthesize information
- Ability to develop and maintain relationships with various stakeholders
- Responsible, transparent, open, tolerant and yet rigorous attitude in the performance of his/her duties
- Neutral attitude with all interlocutors and declare any dysfunction or conflict of interest
- Be irreproachable with respect to the organization's procedures for municipal relations
- Excellent communication skills (oral and written) in both official languages
- Very good knowledge of Microsoft Office (especially Word and Excel)
- Experience: a minimum of 1 to 3 years' experience in organizing and monitoring community / association projects
- Bilingualism (English and French) will be considered an asset for this position