



The Town of Newmarket, Public Works Services
Requires a **Waste Program Coordinator**
Regular Full-Time (35 hours per week)

About Newmarket

Newmarket, Ontario is a vibrant and forward-thinking community that leads with care. As one of the most densely populated municipalities in the province, we're proud to embrace bold, community-centered initiatives—like transforming the historic Mulock Property into our very own Central Park and revitalizing urban corridors to enhance livability and connection.

Our culture is unique and intentionally crafted through collaboration, inclusion, and a shared leadership commitment to creating an environment for extraordinary public service. Our award-winning *Leadership Essentials* program was designed to provide our leaders with the tools and expectations that are key to an employee experience that is well beyond the ordinary. This “made in Newmarket” initiative earned Newmarket the 2025 CAMA Inspiring Workplace Award.

We value flexibility and wellbeing, offering options like hybrid work, compressed workweeks, and flexible hours to support work-life balance. Newmarket is a place where innovation thrives, and where employees are empowered to grow, contribute, and make a meaningful impact in a welcoming and inclusive environment.

Join us in shaping a community that's truly *well beyond the ordinary*.

Who are we looking for?

Reporting to the Supervisor, Waste Management, the Waste Program Coordinator administers the Town's Solid Waste Programs, with a focus on data management, reporting, and program support, promoting program goals to advance solid waste management best practices and waste reduction. This includes developing, overseeing, and maintaining program data; compiling and analyzing qualitative and quantitative information from multiple sources; and preparing reports. The Waste Program Coordinator also supports budget tracking, procurement, and project coordination; coordinates public outreach programs and responds to resident inquiries, issues, and complaints.

How do I qualify?

- Post-secondary diploma in Human Resources Management combined with experience in a Human Resources environment or an equivalent combination of education and experience. CHRP designation an asset.
- Demonstrated proven experience in end-to-end recruitment at various levels within an organization, including candidate sourcing, screening, interviewing and offer negotiation. Experience with municipal government and understanding of municipal organizational structure and jobs an asset.
- Well-developed interpersonal and communication skills both oral and written with the ability to deal effectively with all levels of staff, external organizations, the general public, other government agencies and elected officials.
- Ability to develop partnerships and alliances, as well as manage a diversity of opinions in a positive manner.
- Excellent computer skills including Microsoft Office Suite (Word, Excel, Outlook, PowerPoint). Demonstrated experience in computerized systems such as Applicant Tracking Systems, and HRIS systems.
- Highly organized, detail-oriented and capable of managing conflicting priorities and deadlines and multiple simultaneous recruitments.
- Ability to work independently and deal with sensitive and confidential matters.
- Thorough working knowledge of applicable legislation and regulations, such as the Employment Standards Act, 2000, Ontario Human Right Code, and Accessibility for Ontarians with Disabilities Act.

Salary: \$74,744 - \$93,430

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **April 23, 2026**, quoting file number **26-58**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.