

## **Job Posting for the position of Chair of the Port Alberni Air Quality Council (AQC)**

The Alberni Air Quality Society (AAQS) seeks a chairperson for the Air Quality Council (AQC) of Port Alberni. The AQC chair works under the direction of the AAQS which provides the legal and financial framework to support the goals of the AQC.

The primary objective of the Port Alberni Air Quality Council (AQC) is to promote health by working to ensure the cleanest possible air for the Alberni Basin and its inhabitants. This is achieved through a multi-stakeholder roundtable where members (representatives of groups from across the region) can learn from each other and work for collective action on air quality. The AQC is facilitated by a 'chair' who convenes meetings, promotes research, education, and public outreach, as well as supporting individual agencies to further action on air quality initiatives.

This contract position has a fair amount of flexibility and applicants must be self-motivated, dynamic, and comfortable in interacting with various levels of government. The scope of work for the Chair of the AQC is broken into three primary categories

### **1. AQC Meetings/Organization/Communication**

- Schedule, organize, and facilitate AQC meetings.
- Create agendas and record meeting minutes and circulate them following meetings.
- Facilitate air quality education and direction for AQC members, especially new members, including presentations of interest by guest speakers.
- Periodically meet with the AAQS

### **2. Public Education/Communication**

- Develop educational materials pertaining to health implications of air quality.
- Teaching/speaking engagements throughout the year.
- Prioritize public education through workshops, newspaper articles, Shaw TV segments, and radio interviews, person a table at the Fall Fair.
- Update the air quality web page found at [www.acrd.bc.ca/airquality](http://www.acrd.bc.ca/airquality).
- Manage the AQC social media interface (FB).
- Attend meetings/events to receive or deliver air quality information (I.e. Annual Provincial Air Quality and Health Workshop).

### **3. Coordinate and Harmonize Air Quality Initiatives**

- Identify, prioritize, and harmonize air quality initiatives throughout the city and the ACRD. Current project work includes rolling out the elements of the Alberni airshed management plan, delivering the woodstove exchange program and assisting ACRD staff to commence education around air quality bylaws.
- Presentations/communication with City Staff/Councillors and ACRD Staff/Directors.
- Respond to queries from City/ACRD and assist with air quality complaints, concerns, and protocols.
- Build partnerships and coordinate air quality information and activities with City and Regional Fire Chiefs, MOE, BC Lung, Industry, Health Professionals, ACRD, etc.

- Review industrial permit compliance and emissions trends, including, for example, the annual National Pollution Release Inventory for Catalyst. Ensure that Catalyst's pollution permit reduction officially goes through.
- Continue to work with Environment Canada to expand on the existing PurpleAir Network and integrate some indoor air quality sensors.
- Work with the Alberni Climate Action Group to promote climate change adaptation and mitigation strategies. Prepare the annual ACRD grant-in-aid application and other grant applications as applicable.

### **Qualifications**

- Understanding of basic airshed and air quality dynamics.
- Preferable background in Environmental Science, or an equivalent combination of education and work experience.
- Demonstrated ability to work independently.
- Ability to collaborate and network with community stakeholders.
- Preferable experience with grant applications, project management, and budgeting.
- Preferable experience hosting educational events.
- Comfort with social media platforms, Google Docs, Word processing.

### **Remuneration**

Negotiated \$32 - \$40 per hour (inclusive of GST) based on experience and qualifications. Part time and not to exceed \$1500/month. Invoices showing hours worked are submitted to the Air Quality Society Treasurer for payment.

### **Applications**

Send cover letter with References and Resume to the Alberni Air Quality Society at: [aqc.coordinator@gmail.com](mailto:aqc.coordinator@gmail.com).

### **Deadline**

Deadline for applications is 4:00pm on Friday, May 20, 2022.

### **Intended start date**

June 15, 2022