

**EMPLOYMENT**



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**Tourism Development Co-Ordinator - 10-month term**

**POSITION SUMMARY:**  
The Municipality of the County of Inverness is seeking an individual to join the Department of Tourism & Culture team. Core responsibilities include effective marketing and promotion of Inverness County, in accordance with the recommendations in the municipal tourism strategy. The initial implementation of recommendations outlined in the 2017 Inverness County tourism strategy are underway, along with the launch of our new brand, Canada's Musical Coast. Additional priorities include a new coastal experience signage program and working with communities to enhance trails, beaches and harbour locations. The successful candidate will report to the Director of Tourism & Culture and be responsible for building and fostering relationships, while working with stakeholders, other tourism organizations, visitors, volunteers, sector employees and partners and other Municipal Departments to promote all the County has to offer. This individual should be familiar with Destination Cape Breton Association, Tourism Nova Scotia and have experience in event coordination and promotions.

**JOB DUTIES:**

- Advocate for the advancement of the tourism strategy and projects (marketing & capital enhancements)
- Work closely with community stakeholders, both corporate and volunteer, municipal staff, neighbouring municipalities, and consultants assigned to projects.
- Keep abreast of tourism research and trends, build relationships with industry partners such as Destination Cape Breton Association ("DCBA"), Tourism NS, neighbouring municipal units and community cultural organizations.
- Manage day-to-day functions as related to ongoing tourism projects, including organizing meetings, monthly reports, communication with tourism industry and government staff, and community volunteer organizations.
- Lead in coordinating/developing, posting, and managing content for tourism and municipal websites and social media platforms, including the scheduling photo/video for additional promotional campaigns and blogs.
- Represent the interests of the department related to tourism and culture at meetings and forums held locally and regionally.
- Assist with coordination of annual festival and event information for website, as well as, using brochures, flyers, advertisements, and digital marketing outreach.
- Assist in the planning and supervision of summer employee positions.
- Other duties as assigned.

**QUALIFICATIONS:**

- Post-Secondary Training, preferably in marketing and/or communications or business, and/or three years of relevant experience, or equivalent combination of education, training, and experience.
- Related marketing training, strong social media marketing skills, content creation/management.
- Proficient with Microsoft Office Suite, including Word, Excel and Outlook; Facebook and Instagram.
- Strong communication skills, effective verbal and written skills including telephone etiquette.
- Excellent organization, time, and general management skills.
- Display appropriate analytical and problem-solving skills, with an eye for detail.
- Ability to work independently with minimal supervision and be self-motivated.
- Willingness to adjust work schedule to include some evenings and weekends.
- Ability to adhere to strict confidentiality in all aspects relating to the duties and responsibilities of the position.
- Collaborative, creative, solutions focused and challenging the status quo.
- A good understanding of the geography of Inverness County and the region of Cape Breton Island, its key tourism partners, and an in-depth understanding of the challenges facing the industry.

**Closing Date: Friday, May 20th, 2022 at 4:00pm**  
For more information please visit: [www.invernesscounty.ca/government/employment-opportunities](http://www.invernesscounty.ca/government/employment-opportunities)  
To apply for this position, forward your resume in confidence to: [jobs@invernesscounty.ca](mailto:jobs@invernesscounty.ca)

[www.porthawkesburyreporter.com](http://www.porthawkesburyreporter.com)


**NOTICES**

**RESIDENTIAL HOUSEHOLD HAZARDOUS WASTE DROP OFF EVENT**

Saturday May 14, 2022  
8am-12pm  
Municipal Recycling Facility  
15109 Route 19, Strathlorne

Accepted materials, such as:


Aerosols	Helium tanks
Household cleaners	Paint
Pesticides	Pool chemicals
Bleach	Propane tanks
Fire extinguishers	Paint thinner
Fluorescent bulbs	Varsol



PLEASE NOTE: For safety reasons, we ask residents remain in their vehicle for this event. Pull up to the drop off location and a staff member will be happy to unload your vehicle.

Questions? Contact (902)-323-0284

**NOTICES**



**RESIDENTIAL CURBSIDE SPRING CLEAN-UP**  
Monday, May 16, 2022

- **ALL ACCEPTABLE ITEMS** must be curbside no later than **6:00 a.m., Monday, May 16.**
- There will be **ONLY ONE COLLECTION** per residence during the week of **May 16-20.**
- **DO NOT place material curbside before Monday, May 9th** in accordance with Section 8.0 of the Solid Waste Management By-law. Residents may be subject to penalty.


<p><b>ACCEPTABLE ITEMS FOR COLLECTION</b> (List not inclusive)</p> <ul style="list-style-type: none"> <li>• Lawn mowers (push mowers only – no fuel/oil)</li> <li>• Barbecues (no propane tanks – large or small)</li> <li>• Snow blowers (empty – no fuel/oil)</li> <li>• Bicycles &amp; strollers</li> <li>• Household &amp; lawn furniture</li> <li>• Rain barrels</li> <li>• Box springs and mattresses</li> <li>• Large household items &amp; children's toys</li> <li>• Refrigerators/Freezers (without doors)</li> <li>• Stoves</li> <li>• Washers/dryers &amp; dishwashers</li> <li>• Hot water heaters &amp; air conditioning units</li> <li>• Toilets &amp; sinks (no countertop or cabinets)</li> <li>• Carpet &amp; underlay no longer than 5ft (60inch) in length (must be rolled &amp; tied)</li> </ul> <p><b>*All fuel and/or oil must be removed from barbecues, lawnmowers, etc.</b> <b>*All bagged waste to be placed in clear bags</b></p>	<p><b>DROP OFF LOCATIONS FOR THE FOLLOWING ITEMS</b> (Free of charge)</p> <p><b>STRAIT BOTTLE EXCHANGE</b> <b>OPEN ONLY TUESDAY – FRIDAY 9am-4:30pm</b> <b>Saturday 9am -1pm</b></p> <p><b>12 Paint Street, Port Hawkesbury</b> Tel: 902-625-2448</p> <ul style="list-style-type: none"> <li>• Refundable beverage containers</li> <li>• Electronics and computer-related equipment</li> <li>• Cell phones</li> <li>• Household paints             <ul style="list-style-type: none"> <li>- Fence and barn paints</li> <li>- Interior and exterior latex, alkyds, enamels and oil-based paints</li> <li>- Interior and exterior varnishes and urethanes</li> <li>- Marine enamels (must not contain pesticides)</li> <li>- Porch, floor, and deck paints</li> <li>- Primers, undercoats, block fillers, and sealers</li> <li>- Rust paint, decorative metal paints</li> <li>- Varathanes</li> <li>- Wood finishing oils and stains</li> </ul> </li> </ul> <p>WILL NOT ACCEPT ANY APPLIANCES (OTHER THAN MICROWAVES)</p> <p><b>PORT HAWKESBURY CIVIC CENTRE</b> 606 Reeves Street, Port Hawkesbury Accepts small quantities of: - Rechargeable Batteries - Alkaline / Single Use Batteries</p>
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**UNACCEPTABLE ITEMS NOT FOR COLLECTION**  
(List not inclusive)

Residents must separate and take the following and similar items to the Guysborough Waste Management Facility. (Fees may be Involved)  
Tel: 902-232-2316


**MONDAY – FRIDAY 7am - 4:30pm**  
**SATURDAY 8am-12pm**  
**CLOSED ON SUNDAYS & ALL HOLIDAYS**

- All hazardous material, propane tanks, wet cell batteries (car/RV/boat), insecticides, pesticides, herbicides, etc.
- Batteries of all types
- Paint of any kind
- Residential renovation/construction materials, lumber, countertops, doors, windows, deck, doorstep, fencing, shingles, rain gutter, etc. (including small scraps)
- Tires – car, truck, motorcycle, camper-trailer (return to retailers) [www.divertns.ca](http://www.divertns.ca)
- Vehicle bodies and parts
- Commercial waste
- Electronics and computer-related equipment (monitors, microwaves, towers, printers, keyboards, speakers, mice) – [www.recyclemyelectronics.ca](http://www.recyclemyelectronics.ca)
- Trees, large branches, leaves, or yard waste



**LET'S WORK TOGETHER FOR A SAFE RESIDENTIAL CURBSIDE SPRING CLEAN-UP.**  
If you have additional questions, please contact the Town Office at 902-625-7893.

Thank you for your co-operation.  
Terry Doyle, P.Eng.  
Chief Administrative Officer




**Volunteering**  
Nova Scotia's passion at work

It's that time of year again when Nova Scotia turns its attention to the efforts of our regional volunteers and their work to build better communities in our province. Each year this spirit is celebrated by the Government of Nova Scotia and the many communities across the province, with the Provincial Volunteer Awards program. This year the volunteers will be honored with a celebration scheduled for Monday, September 26, 2022.

The Town of Port Hawkesbury is asking for nominations of individuals that have not already been a recipient of the award, and are a resident of the Town of Port Hawkesbury. The individual's volunteer commitment can be in any field, i.e. service clubs, schools, coach, recreation, health, etc.

Please forward the name of the representative volunteer from your group or organization by May 17th to the Town of Port Hawkesbury at the Civic Center Box Office, 606 Reeves Street, Port Hawkesbury or email [cgillis@townofph.ca](mailto:cgillis@townofph.ca).

Nomination forms are available on line at [www.townofporthawkesbury.ca](http://www.townofporthawkesbury.ca) or you can drop by the Port Hawkesbury Civic Centre to pick up a Nomination Form. For further information please contact 902-625-2591 or email [cgillis@townofph.ca](mailto:cgillis@townofph.ca).




**TOWN OF PORT HAWKESBURY NOTICE**  
**2022 LEAF AND YARD WASTE SITE SCHEDULE**

The Leaf and Yard Waste Site on Crandall Road will be opening for the season starting **SATURDAY, May 21st, 2022.**

**COVID-19 MEASURES FOR RESIDENTS**  
• The site will adhere to all required Provincial health guidelines.

The Leaf and Yard Waste Site will be open for residents starting Saturday, **May 21st from 8:00 a.m. to 12:00 p.m.** and continuing **every SECOND Saturday** thereafter until SATURDAY, October 22nd, 2022.

**PLEASE REFER TO THE FOLLOWING SCHEDULE:**

MAY – 21 <sup>st</sup>	JULY - 2 <sup>nd</sup> , 16 <sup>th</sup> , 30 <sup>th</sup>	September - 10 <sup>th</sup> , 24 <sup>th</sup>
JUNE - 4 <sup>th</sup> , 18 <sup>th</sup>	AUGUST - 13 <sup>th</sup> , 27 <sup>th</sup>	October - 8 <sup>th</sup> , 22 <sup>nd</sup>

**Leaf and Yard Waste Materials include ONLY the following items:**

- Leaf and grass clippings
- Hedge clippings
- Tree branches/limbs

The Town of Port Hawkesbury provides a bi-weekly organic waste collection, which will allow residents to dispose of their leaf and yard waste in their organic green bin as well. There will be no household garbage or recyclables accepted at the site. For more information on the solid waste collection please visit the website at: [Town of Port Hawkesbury - Solid Waste Management](http://Town of Port Hawkesbury - Solid Waste Management)

Terry Doyle, P.Eng.  
Chief Administrative Officer

**Online Classifieds**

For classified information contact Nicole Fawcett

**IN PERSON** at 2 MacLean Court, Port Hawkesbury; **BY PHONE:** 902.625.3300;

**BY FAX:** 902.625.1701; **EMAIL:** [nicolefawcett@porthawkesburyreporter.com](mailto:nicolefawcett@porthawkesburyreporter.com)

Contact us today for classified advertising