

AIR QUALITY COUNCIL (AQC) OF PORT ALBERNI CONTRACTOR SERVICES DESCRIPTION FOR COORDINATOR

1. AQC Meetings/Organization/Communication
 - Prioritize and execute project work and other activities
 - Schedule, organize, and facilitate meetings to achieve activity goals
 - 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.

2. Public Education/Communication
 - Teaching/speaking engagements throughout the year
 - Prioritize public education messages and activities and deliver through workshops, newspaper articles, Shaw TV segments, and radio interviews.
 - Develop, update, advertise, and direct people to the air quality web pages
 - Manage the AQC social media interface
 - Attend other meetings/events to receive or deliver air quality information (Annual Provincial Air Quality and Health Workshop)

3. Coordinate and Harmonize Air Quality Initiatives
 - Presentations/communication with City Staff/Councillors and ACRD Staff/Directors
 - Harmonize air quality initiatives throughout the City and the ACRD. Current project work includes developing the elements of an official airshed management plan and delivering the woodstove exchange program.
 - 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.

4. Research and Problem Solving
 - When necessary, coordinate activities related to research, analysis, literature review, and air quality monitoring.

5. Accountability
 - Work under the direction of and report to the Alberni Air Quality Society (AAQS) directors.

6. Financial Management
 - Prepare budgets and report financial activity to the AAQS
 - Prepare applications for financial support from potential funders.

7. Contract Terms and Remuneration
 - Contractor will cover their own expenses including personal transportation, office expenses, communication (internet/phone)
 - Term is for one year
 - Annual coordinator remuneration of \$18,000 is based on services delivered at \$35/hour.
 - The majority of work is required primarily during the fall and winter months.
 - Work plan to be developed mutually between the contractor and the AAQS with input from the Ministry of Environment and the AQC.
 - Contractor required to have their own WorkSafe BC coverage