



Western Canada Manager, Special Projects

This is a two-year contract role filling a maternity leave absence.

Reporting to the Executive Director, Western Canada, the **Western Canada Manager, Special Projects** role leads the planning of special projects for Recycle BC and Multi-Material Stewardship Western (MMSW). The projects are to meet program plan obligations and operational plans. Role requires strong project management skills as well as strategic thinking and tactical implementation skills. The successful candidate will work closely with the senior management team for Western Canada and interact with all Recycle BC and MMSW team members, working in a collaborative environment.

Key Responsibilities:

Program Plan & Related Consultation

- Project Manager: provide overall project management for development of new program plan and collaborate with individuals and working groups to integrate plan sections into a cohesive document
- Consultation: provide overall project management for the organization of the program plan consultations in conjunction with Executive Director and senior team members
- Consultation Report: attend consultations, record feedback from stakeholders, and draft Consultation Report for submission alongside new program plan

First Nations and Indigenous Communities Outreach

- First Nations Recycling Initiative (FNRI):
 - Provide management oversight for Field Service Specialist, First Nations to support delivery of the program offering through outreach and events
 - Manage program for, and communications to, participating stewardship programs through quarterly meetings or equivalent
 - Participate in strategic partnerships for recycling accessibility
- Recycle BC: liaise with Recycle BC Director, Collection for continued expansion of PPP collection and increased accessibility in First Nation and Indigenous communities
- MMSW: develop an understanding of the current landscape of recycling practices within Indigenous communities in SK

Streetscape Collection Program

- Project Manager: continue role from incumbent to manage a new streetscape collection program for eligible local governments as part of the Recycle BC program
- Implementation: oversee audits of on-street receptacles to determine material composition, appropriate disposal streams, and an efficient audit protocol
- Consultation: develop consultation materials on a new streetscape program and lead activity

Other Projects

- Management of other projects as assigned



RECYCLEBC™


Multi-Material
Stewardship Western

Desirable Skills:

- Excellent project management skills (looking for track record of experience in this discipline)
- Superior organization skills: detail-oriented, skilled at multi-tasking, good planning skills, and excellent time management
- Proficient in Microsoft Office applications, such as Microsoft Word, PowerPoint, and Excel
- Excellent verbal and written communication skills to write clearly and professionally. Ability to prepare accurate and concise reports
- Good analytical and problem-solving skills. Ability to conduct analysis and provide summaries and recommendations
- Ability to work independently on a daily basis
- Excellent interpersonal skills and ability to build strong relationships

Desirable Attributes:

- Self-starter with lots of initiative, someone who can identify opportunities for improvements and has the initiative to make it happen
- Can-do attitude; willingness to go above and beyond in service and support
- Works well on their own and as part of a team
- Enjoys a balance of planned activities and ad hoc problem solving
- Note: role is open to flexible work arrangement - works from Recycle BC office on a frequency to be determined plus when notified that attendance is required

Desired Qualifications:

- Post-secondary education related to business, project management or general studies
- 4 - 6 years in project management roles, preferably in an operations environment

Who We Are:

Western Canada is comprised of Recycle BC and Multi-Material Stewardship Western (MMSW). They are not-for-profit Extended Producer Responsibility organizations for residential waste packaging and paper recycling in British Columbia and Saskatchewan.

Recycle BC ensures packaging and paper product is collected from households and recycling depots, sorted, and recycled responsibly. Recycle BC provides recycling services either directly to communities or by working in partnership with collectors like local governments, First Nations, private companies, and other not-for-profit organizations. The program is funded by businesses, like retailers, manufacturers and restaurants that supply packaging and paper product to residents, shifting costs away from homeowners. <https://recyclebc.ca/>

MMSW was established to help obligated businesses meet their requirements under the Saskatchewan Recycling Regulation, helping to share the cost to Saskatchewan municipalities of providing recycling of household waste packaging and paper to residents. MMSW members include retailers, restaurants, importers, manufacturers, distributors or wholesalers and any organization that supplies packaged goods and/or paper and flyers to Saskatchewan residents. <https://www.mmsk.ca/>

What we care about:

We care about our business and our people. We want to work with a motivated, detail-driven team player who will build great relationships with our small, dedicated team, our service partners, and our stakeholders. Our values of innovation, trust, knowledge, service, and respect should resonate with you.

We offer competitive salaries and an extensive benefits package that includes a medical/dental group benefit coverage.

To Apply:

Please send cover letter and resume demonstrating why you would be a great fit for this position to humanresources@rralliance.com by: **Friday, March 18th, 2022.**

Please indicate clearly in the subject line what position you are applying for.

We sincerely thank all candidates for their interest, however, only those under consideration will be contacted.

Recycle BC is an equal opportunity employer.