



RECYCLEBC™

JOB DESCRIPTION

Post Title: Project Assistant – Summer position May-September 2023

Reports To: Collection Specialist

JOB SUMMARY

If you are interested in recycling operations and have applicable experience, Recycle BC is looking for a motivated candidate with strong communication, analytical and problem-solving skills to support Recycle BC on a number of office-based projects.

Reporting to the Collection Specialist, this role will support Recycle BC's effort to organize, validate, and verify household address information. The role will work with the Collection Specialist to identify problems in address information, work to resolve those problems, and create consistent, easy-to-access, and accurate household address information and service maps. In addition, this role will assess the Direct Service Multifamily database, updating contact information and evaluating and tracking collection metrics within the multifamily service area.

This is an independent role which requires the ability to prioritize and coordinate on a continuous basis, with a high level of accountability expected. This role will be based out of Recycle BC's North Vancouver office, with flexibility for 'work from home' opportunities.

Duties and Responsibilities:

- Updating, organizing, and validating household address lists for various curbside recycling service areas
- Ensuring address information is consistent, accurate, and available for export for various uses
- Coordinating with the Recycle BC team members to assist in on the ground validation of street addresses when anomalies arise that cannot be validated remotely
- Making improvements to address information such as the inclusion of collection zones, postal code information, Canada Post mailing information, GIS-compatible data, etc.
- Discovering anomalies and other issues with address data – and working to find solutions to resolve those issues
- Working with GIS or other mapping software to create custom, interactive maps of service area address information
- Verifying that contractor information aligns with Recycle BC information
- Verifying and collecting contact information for multifamily buildings in Direct Service areas
- Assessing and compiling collection metrics for multifamily services in Direct Service areas
- Liaising with collection contractors, local government staff, and other vendors as required to support the above tasks
- Additional tasks and projects in support of the Collection Team, Marketing, or Public Affairs teams as required

Desirable Skills and Experience:

- Ability to work independently, take direction, prioritize tasks and be self-managed
- Highly organized, with strong attention to detail, and strong desire to organize information
- Strong experience with Microsoft Excel, experience with Geographic Information Systems (GIS) software preferred

- Education related to environmental studies, sustainability, geography, data management, computer engineering or related fields.
- Strong communication, interpersonal and problem-solving skills required.
- Experience in packaging and paper recycling or a related field is beneficial but not necessary.

Recycle BC – Who We Are:

Recycle BC is a not-for-profit organization responsible for residential packaging and paper recycling throughout British Columbia. Recycle BC ensures packaging and paper is collected from households and recycling depots, sorted and recycled responsibly. The Recycle BC program is funded by businesses, like retailers, manufacturers and restaurants that supply packaging and paper to BC residents, to shift recycling costs away from homeowners. Learn more at [RecycleBC.ca](https://www.recyclebc.ca).

To Apply:

Please send cover letter and resume demonstrating why you would be a great fit for our team to humanresources@circularmaterials.ca by **April 7th, 2023**. Please indicate in the subject line which role you are applying for. We thank all candidates for their interest, however, only those under consideration will be contacted. Recycle BC is an equal opportunity employer.