



**RECYCLEBC™**

# JOB DESCRIPTION

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**Post Title:** Recycling Assistant, Field Services – Summer position  
(May-September 2023)

**Reports To:** Senior Field Services Specialist

## JOB SUMMARY

If you are interested in recycling operations and have applicable experience, the Recycle BC Field Services team is looking for a motivated candidate with strong communication, interpersonal and organizational skills to support oversight of daily operations of residential recycling programs and public education throughout the Recycle BC network.

Reporting to the Senior Field Services Specialist, this role will act as an ambassador to the Recycle BC program, monitoring recycling depots, curbside and multifamily collection models and transfer stations to ensure contractual compliance as well as assisting in public education and outreach. As a field services position, this role requires extensive travel within the province to meet with collection partners. **A valid BC driver's license and access to a vehicle in good working condition is required.** This is an independent role which requires the ability to prioritize and coordinate on a continuous basis, with a high level of accountability expected.

## Duties and Responsibilities:

- Monitoring and reporting of the daily collection of residential packaging and printed paper at recycling depots and transfer stations during the workday. This includes interacting with operations staff and the public.
- Evaluate program compliance; ensuring operations are aligned with program requirements, and proper worksite standards are maintained.
- Conduct project assessment evaluations and reports; monitoring contamination reduction strategies, transition plan implementation, collector onboarding, communication strategies and additional program requirements.
- Assist in determining accurate household counts in service areas by confirming address lists with actual street addresses.
- Provide in-field engagement and training for the Recycle BC program, policies and practices which may include attending public events.

## Desirable Skills and Experience:

- Experience interacting with the public, preferably in a position providing information or guidance.
- Ability to work independently, take accountability, prioritize tasks and be self-managed.
- Education related to environmental studies, sustainability or related fields.
- Strong communication, interpersonal and problem solving skills required.
- Proficiency in Microsoft Suite and utilizing typical communicating and reporting platforms.
- Experience in packaging and printed paper recycling or a related field is beneficial but not necessary.
- Requirement to travel throughout BC for short-term stays.

### **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](mailto:humanresources@circularmaterials.ca) by **April 7<sup>th</sup>, 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.