



# JOB OPPORTUNITY

## Recycling Assistant (Summer Student)

### Who we are:

Recycle BC is a not-for-profit organization responsible for residential packaging and paper recycling throughout British Columbia, servicing over two million households or over 99% of BC. We ensure packaging and paper products are collected from households and recycling depots, sorted, and responsibly managed and recycled. 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. Over 195 communities participate in our recycling collection program, and more are serviced by our recycling depots. Each year over 200,000 tonnes of material are collected from households and depots. Our program is funded by businesses, like retailers, manufacturers and restaurants that supply packaging and paper products to BC residents, shifting costs away from homeowners. Celebrating 10-years of operations, Recycle BC was the first full extended producer responsibility program for packaging and paper in North America.

### Extended Producer Responsibility

Extended producer responsibility, or EPR, is a policy approach in which producers – the businesses that supply packaging and paper to residents – are financially and, in some cases, operationally responsible for those materials over their full life cycle, including end-of-life management. Recycling programs founded on the principles of EPR have the following benefits:

- Improve recycling rates
- Facilitate investments in recycling infrastructure and technology
- Create an integrated material management supply chain
- Increase program efficiencies
- Support broader promotion and education

EPR is an effective mechanism for improving recycling rates and advancing the circular economy.

### 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 dedicated team, residents, our partners, and other interested parties. Our values of innovation, trust, knowledge, service, and integrity should resonate with you.

We offer competitive salaries and an extensive benefits package that includes a professional development benefit, personal wellness benefit, RRSP matching program, and medical/dental group benefit coverage. Any travel expenses incurred related to the position are fully reimbursed and mileage is also reimbursed at competitive rates.

We work in a hybrid work environment that enables team members to work at our office and/or remotely.

## **Position Overview:**

Recycle BC is seeking a motivated, skilled communicator with an interest in recycling operations to support daily operations of household recycling programs and support public education across our province-wide network.

Reporting to the Manger, Collection, this role will act as an ambassador to the Recycle BC program, monitoring recycling depots, curbside and multifamily collection programs to assess operational efficiencies, ensure contractual compliance, as well as assisting in public education and outreach. This is an independent role that requires the ability to prioritize and coordinate on a continuous basis, with a high level of accountability expected.

This is a field-based position that requires some travel within the province to meet with collection partners. A valid BC driver's license and access to a vehicle in good working conditions are required. The ideal candidate will be based in Metro Vancouver.

## **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, communication strategies, and additional program requirements.
- Provide in-field engagement and training for the Recycle BC program, policies and practices which may include attending public events.
- Conduct data analysis of program metrics to assess for issues such as compliance and contamination.

## **Desirable Skills and Attributes:**

- 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.
- Strong communication, interpersonal, and problem-solving skills are 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.

## **Qualifications**

- Education related to environmental studies, sustainability, or related fields.

## Working Conditions

### Working Hours

- Covering the core hours of operation, 9:00 AM to 3:00 PM local time, this is a full-time position from May to end of August, scheduled forty (40) hours per week, working not less than 37.5 hours per week.

### Remote and/or Field Work

- Flexible work arrangement: Currently, Recycle BC is operating in a hybrid capacity, with weekly in-office attendance encouraged to supplement a work from a home-based office. Travel to Recycle BC office in North Vancouver for meetings or activities on a frequency to be determined plus when notified that attendance is required.

### Travel

- Travel through some regions of province will be required to conduct site inspections and meet with various collection partners. Travel may also be required to attend workshops and conferences.
- Valid BC driver's license and reliable vehicle required.

The expected compensation for this role is \$22.00/hour.

Please send a cover letter and resume demonstrating why you would be a great fit for our team to Carmen Fennell at [cfennell@recyclebc.ca](mailto:cfennell@recyclebc.ca) by **March 15<sup>th</sup>, 2026**. Please indicate in the subject line which role you are applying for. We thank all applicants for their interest. However, only those under consideration will be contacted.

*Recycle BC is an equal opportunity employer. In accordance with the Accessible Canada Act, 2019, and all applicable provincial accessibility standards, accommodation will be provided by Circular Materials throughout the recruitment, selection and/or assessment process to applicants with disabilities, upon request by emailing to [humanresources@circularmaterials.ca](mailto:humanresources@circularmaterials.ca). This email is only used for accommodation requests.*