



JOB OPPORTUNITY

Indigenous Relations Coordinator

12 Month Contract

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.

What guides us:

We embrace the opportunity for continued learning and shared experiences in our work of environmental stewardship and partnership with Indigenous Peoples and communities across British Columbia. The four guiding principles that guide our work are:

- **Kinship and Interconnectedness:** We are all related – people, animals, the land, and the materials we use. Recycling honours these relationships by reducing harm and respecting the natural world.
- **The Sacredness of Life:** Life is sacred. Recycling sustains life by protecting ecosystems, conserving resources, and ensuring a healthier future for all living beings.
- **Kindness and Respect in Action:** Good relationships are built on care. Recycling is an act of kindness to the Earth, to future generations, and to our communities.
- **Helping One Another:** We cannot do it alone. Recycling is a shared responsibility, and when we support one another, we all thrive.

Together with First Nation communities, and community partners, we come to understand the stories, strengths, and challenges of each place to support recycling and environmental outcomes.

With local governments and community partners, we continue to increase access to recycling in ways that respect the land and the people it sustains and have cared for it since the beginning of time. These efforts are rooted in relationships, respect, and shared responsibility.

- We will work in partnership with First Nation communities for long-term sustainability
- We provide assurance that collected materials are responsibly managed and recycled
- We cover the post-collection costs of household packaging and paper recycling
- We provide financial incentives to support community-led recycling programs
- We work to minimize our greenhouse gas emissions by sending most of the material to end markets in North America for recycling

More about our journey and reflection can be found on our [Indigenous Relations page](#) and our [Recycling Programs and Services](#) page.

Position Overview:

Reporting to the Manager of Indigenous Relations, the Indigenous Relations Coordinator is responsible for supporting the development and strengthening of relationships with First Nation communities throughout the province to engage, inform, and support household packaging and paper recycling program collection and operational practices. The role works closely with community partners and plays a critical part in liaising and coordinating cross functionally to ensure that the operational agreements, policies, and practices established by Recycle BC meet community needs and are clearly communicated, understood, and followed onsite, supporting increased and sustained collection of materials.

In coordination with the Manager, this role also has a special focus on supporting process improvement, change management, and project execution that reflects cultural needs and interests. As a supporting point of contact for our First Nation partners, and for community onboarding and sustainment, the role is relied on for supporting program engagement and operational improvement that ensures success for our First Nation collection partners and partner-led and serviced communities.

Responsibilities:

Support coordination for First Nation communities and external partners - work to support all aspects of collection systems, including the onboarding of new collection partners, changes to collection models and contract agreement coordination.

Data and Records Management

- Ensure detailed records management to support community understanding, planning and decision making.
- Actively monitor field reports, collection data, contamination results and other sources of information to ensure optimal sustainment and support to First Nation collection partners.
- Analysis of engagement best practices including methods, processes and practices with consideration of Federal, Province and regional approaches and mandates.

Planning and Engagement

- Support relationships with communities - including Chief and Council and appropriate staff, contractors, partner agencies, internal team members and others to support ongoing success of program involvement and partnership.
- Liaise with external partners, and local governments to support collaboration and partnership opportunities.
- Support coordinating training, educational resources, and onboarding support to community partners. Participate in local events and initiatives to support program participation and outcomes.
- Assist in maintaining meeting minutes, timelines, and written reports, and ensuring that all applicable team members and collection service provider staff complete required tasks within agreed-upon timelines.
- Support projects aligned with annual operating plans and Program Plan key metrics, including community onboarding, reducing contamination, improving in-scope material capture, increasing operational efficiencies, standardizing processes, and trialing new collection models.
- Contribute to the planning and development of the province-wide Indigenous engagement strategy to inform annual budgeting process.

Projects and Events

- Increase community reporting of greenhouse gas emissions by developing step-by-step instructional materials, provide one-on-one support and check-in as needed.
- Support the development and implementation of an Indigenous Advisory Committee to guide and support our culturally informed program engagement work.
- Support engagement with local governments partners and formalizing agreements with First Nation communities participating in a pilot program.
- Support data analysis and compilation for migration to a new CRM system.
- Support marketing and communication initiatives focused on cultural content and representation.

Development and Maintenance of Tools, Standards, and Best Practices

- Identify strategies for addressing needs and challenges to optimize success of program participation within communities.
- Gather and analyze in-field best practices and make recommendations on how these best practices can be incorporated.

- Develop and refine operating procedures, instructional material and project templates to better support community operations, business continuity and up to date standard operating procedures for the organization.

Reconciliation

- Promote and support team members' involvement in building cultural competency, involvement in reconciliation work and commitments.

Desirable Skills and Attributes:

- Proven track record of being self-motivated, solutions oriented and people focused.
- Ability to problem solve, prioritize and manage diverse tasks.
- Ability to work independently and collaboratively.
- Ability to conduct detailed analysis and provide summaries and recommendations.
- A strategic and critical thinker.
- Excellent interpersonal skills and ability to build strong relationships.
- Excellent organizational skills and ability to maintain and drive process efficiency.
- Proficiency in MS Office Excel, Word and PowerPoint and strong operational software management capabilities, including ability to analyze and synthesize data.
- Strong project and time management skills.
- Strong verbal and written communication skills with the ability to prepare clear and concise reports, presentations and communication material.

Qualifications

- Knowledge of local Indigenous cultures, traditions, and practices.
- Post-secondary education related to Indigenous studies, environmental studies, sustainability, supply chain, operations, municipal / public service or related disciplines are beneficial but not necessary.
- A minimum of 3 years work experience in Indigenous relations / engagement.
- Experience in Indigenous engagement strategies, plans and initiatives.
- Experience building and maintaining effective relationships with Indigenous communities or local government / municipal work.

Working Conditions

Hours

- Covering the core hours of operation, 9:00 AM to 3:00 PM local time, this is a full time contract position, scheduled forty (40) hours per week, working not less than 37.5 hours per week.
- Extra or flexible hours may be required on occasion.
- Peak work travel typically occurs during the spring and summer months.

Hybrid Remote and/or Field Work

- Ability to work in an environment that is open to the elements and may be dirty and surrounded with heavy machinery and processing equipment.

Travel

- This role requires travel across the province, including overnight travel to visit First Nation partners and communities.
- Valid BC driver's license and a suitable vehicle is required (in some cases, a rental vehicle can be utilized).

To apply for this role, please submit your resume via email to Stephanie@acadianrecruiting.com.