



Founded in 2010, the Canadian Beverage Container Recycling Association (CBCRA) is a not-for-profit, industry-funded organization whose membership includes beverage brand owners and distributors. CBCRA is committed to reaching the government-mandated target of recovering 75% of beverage containers sold in Manitoba.

CBCRA implemented and operates the Recycle Everywhere program. Recycle Everywhere strives to educate Manitobans on beverage container recycling, and ensure that it is convenient to recycle empty beverage containers no matter where citizens live, work or play.

**Job title:** Northern Follow-up Coordinator

**Time frame:** part-time starting in January 2019

**Reporting:** The Northern Follow-up Coordinator reports directly to the Program Manager. With special projects the Coordinator will also provide secondary reporting updates to project leads where applicable according to the strategic plan.

#### **Roles & Responsibilities**

- Improve existing away-from-home beverage container recycling initiatives throughout Northern Manitoba through direct partner follow-up.
- Contact past partners to verify contact information, Recycle Everywhere bin counts, and schedule site visits.
- Conduct site visits to assess recycling bins or related infrastructure needs, and educate on beverage container recycling best practices.
- Conduct school presentations to educate students on beverage container recycling and its importance through promotion of the Recycle Everywhere 101 schools program.
- Assist in development of follow-up tools and resources.
- Assist in developing contact lists for targeted mail-outs.
- Assist with the processing of new Recycle Everywhere bin agreements.
- Participate in key northern tradeshow and events.
- Other duties as assigned.

#### **Position Requirements:**

- Resides in Northern Manitoba
- Self-starter with strong oral and written communication abilities
- Demonstrates robust organizational skills and attention to detail
- Proven customer service, business development, and/or sales experience
- Possess a results driven attitude
- Possess a degree in the environmental field or related

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204.942.2284

- Adaptable and experienced with changing priorities, new projects and meeting tight deadlines
- Must be able to work with - and contribute to - a team-oriented environment while also maintaining individual work capabilities
- Comfortable with working from home office/remotely
- Able to perform the physical duties of the job
- Willing to travel throughout Manitoba for work
- Possess a valid Class 5 driver's license with access to a vehicle
- Knowledge of the waste management industry in Manitoba
- Clear Criminal Record & Child Abuse Registry Checks


**To Apply:**

Interested applicants may send their resume and cover letter noting how they meet the position requirements to:

Christa Rust, Program Manager

[crust@cbcra-acrcb.org](mailto:crust@cbcra-acrcb.org)

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[www.cbcra-acrcb.org](http://www.cbcra-acrcb.org) | [www.recycleeverywhere.ca](http://www.recycleeverywhere.ca)