JOB OPPORTUNITY

Producer Engagement Specialist

Who we are:

Our team manages two extended producer responsibility programs for residential packaging and paper recycling – one in British Columbia and one in Saskatchewan under one not-for-profit organization, Multi-Material Recycling Inc.

Recycle BC is 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 200 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.

SK Recycles supports businesses supplying packaging and paper meet their obligations under Saskatchewan's Household Packaging and Paper Stewardship Program Regulations. SK Recycles is responsible for management and recycling of household packaging and paper, distributed to Saskatchewan residents by businesses. We partner with local governments, First Nations, and Métis communities, private companies and other organizations to collect these materials and work with businesses and organizations to receive, sort, and recycle, so that all packaging and paper can become new materials. To advance packaging and paper recycling, SK Recycles will provide support and education, while expanding opportunities to make recycling easier and more consistent across the province.

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 the SK Recycles office in Saskatoon, the Recycle BC office in North Vancouver or a remote work location.

Position Overview:

The Producer Engagement Specialist supports the implementation of the Producer Engagement Strategy for Recycle BC and SK Recycles. Working closely with the Director, Program Development, the Specialist coordinates producer communications, outreach, events, and engagement activities while building the systems and processes needed to track relationships, participation, and outcomes.

The role works collaboratively with internal teams, Circular Materials, producers, and industry associations to strengthen producer awareness and participation, support meaningful follow-up, and identify opportunities for deeper collaboration. The Specialist provides day-to-day coordination and analytical support, while strategic direction, priority relationships, and partnership development remain with the Director, Program Development.

General Responsibilities:

Producer engagement and outreach

- Coordinate outreach to producers and industry associations, including meeting invitations, scheduling, follow-up, and tracking of actions and commitments.
- Support preparation of producer profiles, background research, meeting briefs, presentation materials, and engagement resources.
- Help identify interested producers and facilitate progression from general engagement to more focused discussions and collaboration opportunities.

Communications and engagement activities

- Coordinate producer-facing webinars, industry forums, facility tours, roundtables, conferences, and other engagement activities, including logistics and participant follow-up.
- Support development and coordination of newsletters, website content, invitations, presentations, and other producer communications in collaboration with internal communications teams and Circular Materials, as appropriate.
- Maintain calendars, workplans, contact lists, and materials for planned engagement activities.
- Work collaboratively with other organizations as needed to engage in project-based activities where producers are a key stakeholder

Producer information and performance measurement

- Develop and maintain accurate producer contact and relationship records in the selected customer relationship management (CRM) system, including organizational segmentation, contact roles, meeting notes, and next steps.
- Support producer surveys, including coordination, response tracking, analysis, and follow-up with producers who express interest in deeper engagement.
- Maintain engagement dashboards and prepare periodic summaries of activities, participation, relationship development, and outcomes.

Strategy implementation and team coordination

- Track implementation milestones, project actions, deliverables, and progress against the Producer Engagement Strategy roadmap.
- Coordinate with Circular Materials and internal program, communications, and operations teams to align producer-facing activities and avoid duplication.
- Support planning and coordination of collaborative initiatives or pilots, as directed by the Director, Program Development.
- Engage with provincial ministries on producer related items, such as compliance and enforcement.
- Identify opportunities to improve engagement processes, information quality, and producer experience.

Other duties as assigned.

Desirable Skills and Attributes:

- Strong written and verbal communication skills, with an ability to tailor information for different producer and industry audiences.
- Excellent organization, attention to detail, project coordination, and follow-through across multiple activities and deadlines.
- Confident and professional relationship-building skills, including responsiveness and sound judgment when working with external stakeholders.
- Strong analytical and information-management skills, with comfort maintaining databases, preparing reports, and interpreting engagement metrics.
- Collaborative, proactive, and adaptable working style; ability to work independently while coordinating across teams and organizations.
- Proficiency with Microsoft 365 applications; familiarity with CRM platforms, digital survey tools, and webinar/event platforms is an asset.
- Interest in sustainability, recycling, packaging, and extended producer responsibility.

Qualifications

Education

- Post-secondary education in communications, marketing, business administration, environmental studies, public affairs, or a related discipline, or an equivalent combination of education and experience.

Experience

- Approximately 2–4 years of relevant experience in stakeholder or member engagement, communications, events, project coordination, or a related role.
- Experience coordinating external meetings, webinars, events, or outreach campaigns and managing follow-up activities.
- Experience maintaining CRM/contact databases, tracking activities, and preparing performance summaries is an asset.
- Experience working with industry associations, businesses, sustainability programs, or EPR programs is an asset; direct EPR experience is not required.

Working conditions

- Hybrid work environment with collaboration across British Columbia and Saskatchewan; occasional travel for producer meetings, events, and program activities may be required.

Additional Information

To apply for this role, please submit your resume via email to Teria Hatherell: teria@hughescollective.ca

We are committed to advancing a diverse workforce and developing inclusive leadership teams that are representative of the communities they serve. We provide equal employment opportunities to all persons regardless of age, colour, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, provincial or local law. We encourage diverse employees to apply for this position.

We are an equal opportunity employer. In accordance with the Accessible Canada Act, 2019, and all applicable provincial accessibility standards, accommodation will be provided throughout the recruitment, selection and/or assessment process to applicants with disabilities, upon request.