

Coordinator, Environmental Affairs

Reporting to the Specialist, Environmental Affairs this position is responsible for helping to implement and monitor environmental stewardship programs and initiatives across Canada and the United States.

Qualifications:

- University degree in environmental science, environmental planning, or sustainability preferred.
- Minimum 2 years experience with implementing waste diversion, stewardship and sustainability programs.
- Knowledge and experience with initiating, monitoring, and reporting on effective programs related to waste diversion, energy conservation and water efficiency.
- Strong aptitude for data input, interpretation and manipulation as it relates to waste, energy and water programs and efficiencies.
- Working knowledge of sustainability or carbon reporting under GRI, CDP, or other internationally accepted reporting frameworks.
- Effective communication skills to be able to build and maintain relationships with diverse internal and external stakeholder groups.
- Ability to work independently and as well as with cross-functional teams.
- Highly organized and detail oriented.

Key Responsibilities:

- Researches, advises on, and assists with the implementation of appropriate environmental sustainability programs and provides information to other team members to support the creation of communication pieces to internal and external stakeholders.
- Supports the undertaking of annual waste audits and waste reduction plans as per required provincial regulations.
- Assists with the collection, input and interpretation of data with respect to the company's carbon footprint and sustainability reporting.
- Conducts evaluations of corporate and store environmental initiatives, including waste diversion programs.
- Assists with the gathering and summarizing of packaging data for the purpose of reporting and remitting under various stewardship and deposit-return programs.
- Maintains and updates records concerning waste diversion programs.
- Works with other team members to coordinate special events, both internal and external, such as regional marketing events, employee meetings and program sponsorships to ensure environmental programs are present and appropriately executed.
- Participates in other projects as required.

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