



PROGRAM MANAGER

Recycle NB (RNB) is a unique, province-wide organization and authoritative waste management leader that acts on behalf of the province to oversee end-of-life management of tires, electronics, paint, used oil materials, Packaging and Paper Products, and Pharmaceutical Products and Medical Sharps. Recycle NB is driven by a vision for a healthier and more sustainable environment that is waste free from materials designated under the New Brunswick *Clean Air Act – Designated Materials Regulation*.

Located in Fredericton, New Brunswick, Recycle NB is seeking a self-motivated team player to manage and oversee regulated waste reduction programs and activities to ensure that all designated waste materials in New Brunswick are managed in a sustainable and environmentally responsible way.

Reporting to the Chief Executive Officer, the incumbent must have a proven track record of success in the field of program management / oversight.

JOB RESPONSIBILITIES:

- Responsible to manage and implement best practices in program development, implementation, and evaluation of the EPR program Stewardship Plan;
- Provide oversight and program support to existing and future waste reduction programs;
- Provide guidance and oversight for Brand Owner registrations and supporting documentation;
- Ensure that programs, activities, and processes support the mission and goals of RNB;
- Manage Brand Owners and Producer Responsibility Organization (PRO) expectations;
- Liaise with Brand Owners, retailers, and stakeholders;
- Provide input, research, and advice for the development of policies and procedures that enables and supports optimal organizational and program performance;
- Collate and analyze information and data relevant to critical decision-making by senior management and/or government;
- Establish, monitor, and set benchmarks to evaluate program successes or failures;
- Perform duties as assigned by the Chief Executive Officer or designate.

ESSENTIAL QUALIFICATIONS:

- Demonstrated experience within a business, supervisory, or program management environment;
- Knowledge and understanding of the function, operation, and mandate of Recycle NB;
- Demonstrated ability to facilitate and guide innovative programs and initiatives;
- Demonstrated ability to serve as a knowledgeable resource person for RNB;
- Proven ability to manage and oversee multiple programs and initiatives;
- Outstanding interpersonal relationship building skills;
- Written and spoken competence in English is required with written and spoken competence in French considered an asset;
- Possession of, or legal ability to obtain, a valid New Brunswick driver's license.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Business Administration, Science, Environmental Studies, or related discipline plus a minimum of five (5) years of related experience **OR**
- Two-year Diploma in Environmental Studies or related discipline from a recognized Community College and a minimum of ten (10) years of related experience.

RENUMERATION: \$ 2,378 - \$ 3,322 Bi-Weekly (\$ 61,828 - \$ 86,372 annually) PB 5

Applications must be submitted no later than **March 31, 2023** via email to ed.peterson@recyclenb.com indicating **Competition #2023-01 Recycle NB**. All applicants must include a resume and a covering letter that clearly demonstrates how your skills and qualifications meet the job requirements. All are thanked for their interest in this position, but only those selected for an interview will be contacted.

Please refer to website www.recyclenb.com for the French version of this advertisement