

# SYNERGY

## FOUNDATION

<b>Title</b>	Green Business & Circular Economy Associate
<b>Location</b>	500-765 Broughton St. Victoria, with the ability to work some hours remotely
<b>Term</b>	Initial three month contract starting February 17th, 2025 - May 15th, 2025 with option to move to full-time employment thereafter (probationary period).  1 year contract: May 15th, 2025 - May 15th 2026, option to renew thereafter
<b>Hours &amp; Compensation</b>	40 hours per week  Annual salary range: \$55,500 - \$60,000 based on experience  Standard Health Benefits Package, after the probation period
<b>Paid Holiday</b>	2 weeks paid holiday per year (4%), unlimited unpaid holiday (see employee handbook for details)
<b>Paid Sick and Wellness Days</b>	You are entitled to 5 paid sick/wellness days per year, after the probation period
<b>Professional Development</b>	40 hours per annum allocated to professional development  2025 Spending budget: \$500
<b>Volunteer Time</b>	2 hours can be allocated to volunteering each quarter (or one day per year)
<b>Cell Phone Coverage</b>	You will be reimbursed \$40 each month to cover work related cell phone expenses

The Synergy Foundation is an equal opportunity workplace. We are committed to equal employment opportunities regardless of race, color, ancestry, religion, gender, sexual orientation, ability, socioeconomic status, or age.

## **SYNERGY FOUNDATION**

The [Synergy Foundation](#) is a Victoria based non-profit that was created in 2013. Since its inception, Synergy Foundation has focused on innovative projects and programs that have pushed the envelope, supported hundreds of businesses, and turned great ideas into action.

Our three focus areas are green business and the circular economy. This is represented in our core projects, [BC Green Green Business](#), [Project Zero](#), and our annual event, the [Ecostar Awards](#).

## **GREEN BUSINESS & CIRCULAR ECONOMY ASSOCIATE**

This entry-level position supports the mission of Synergy Foundation and will be focused on the BC Green Business & Project Zero programs. This role has an emphasis on business assessments, researching sustainability innovations, and communicating these findings in reports and presentations. The associate will work and coordinate directly with businesses, program partners and internally with team members. This role will report to the BC Green Business Program Manager and work closely with other Project Managers at Synergy.

The successful candidate will be provided with excellent learning opportunities in areas of circular economy and green business practices including greenhouse gas (GHG) emissions reduction opportunities, innovative waste diversion practices, energy efficiency, water conservation, sustainable procurement, clean tech innovations, and data analysis.

## **RESPONSIBILITIES**

### **BC Green Business (45%)**

- Deliver BC Green Business Certifications
  - Coordinate and conduct site visits
  - Identify and suggest technologies and operational changes that will reduce emissions, waste, water consumption, energy use and more.
  - Connecting businesses to relevant resources and product/service providers
  - Complete certifications
  - Ongoing support for business members as needed
- Assist with program growth efforts through research, analysis, content development, leads outreach, and marketing support
- Support the development of educational webinars and workshops
- Support the development of sustainable business resources
- Support the planning and delivery of Small Business, Big Impact event series

### **Project Zero Accelerator (45%)**

- Assist in the execution of the Circular Accelerator Program

- Circular Advisor conducting on-site circularity assessments and writing opportunity reports
- Liaising with business participants
- Conducting business outreach
- Support with program reports and ongoing business support
- Research new circular solutions

### Other Programs and Events (10%)

- Support our annual Ecostar Awards Gala as needed
- Team meetings, communications, and task management
- Support Synergy Foundations objectives as other tasks arise

### REQUIREMENTS

- Located in the Capital Regional District
- Class 5 driver's license or Class 7 with two years driving experience

### SKILLS & COMPETENCIES

- Strong verbal and written communication
- Business and/or sustainability educational background is an asset
- Experience working with small businesses or building connections with business professionals is an asset
- Well organized and attention to detail
- Self-motivator and good with time management
- Willingness to learn
- Understanding of and interest in business sustainability and circular economy

### TO APPLY

Please email your **cover letter and resume** to [admin@synergyfoundation.ca](mailto:admin@synergyfoundation.ca) by 4:00PM PST on January 20th, 2025. A shortlist of applicants will be selected for an interview in mid-January. Some candidates may be asked to participate in a second interview.

January 20th, 2025 - Posting Closes

January 23rd, 2025 - Shortlist Notified

January 27nd - 30th, 2025 - Interviews

February 17th, 2025 - 1st Day at Synergy (Flexible)