



**Senior Program Manager**  
**One year contract, renewal subject to funding**  
**Salary range: \$75k - \$85k dependent on experience**  
**37.5 hours per week, 3 weeks' vacation**  
**Location: Metro Vancouver (primarily remote work)**  
**Anticipated start date: Early March**

## **Position Overview**

The Share Reuse Repair Initiative (SRRI) is a small and growing project on MakeWay's Shared Platform, seeking a Senior Program Manager to support and manage our cutting-edge programs focused on creating a just and green circular economy emphasizing sharing, reuse and repair.

The Senior Program manager serves a leadership role in the evolution of SRRI programs. This includes the planning, management, execution, and evaluation of existing programs and collaborating in the development and scaling of emergent programs. They will work directly with, and report to, the Project Director together with a small team of staff and contractors. Over the next year, the Senior Program Manager will have a primary role managing and delivering SRRI's Just Circular Recovery and Transition Program, as well as scaling our SHIFTing Consumer Behaviour Program.

## **What is the Share Reuse Repair Initiative and Why Join Us?**

The Share Reuse Repair Initiative brings community, business, and government together to foster a circular economy that is a meaningful waste and climate solution, enables everyone to "live circular," and supports resilient local economies and communities. Since 2018, we have been among the leaders navigating a transition to a just and green circular economy in Canada, receiving regional, national, and international recognition for our programs and perspectives that emphasize: sharing, reuse and repair; marketing and behaviour change for circular innovation; and a just and inclusive circular economy. We are committed to innovation, systems change and working collaboratively with a diversity of actors from start-ups to corporate players, all levels of government, non-profits and communities. Some of our key programs include:

- Our Just Circular Recovery and Transition (JCRT) program, which invites a broader audience to participate in the circular economy by looking at how it can create and grow inclusive jobs as well as make goods and services more affordable and accessible.
- Our SHIFTing Behaviour program, which works with municipalities, businesses, and non-profits to help them develop messaging that will produce desired behaviour changes from their target audience and a greater demand for circular goods and services.

## **Responsibility Areas**

### Manage and Deliver Existing Programs

- Strategic planning and project management - oversight and administration of several projects, develop / review communications, prepare and track work plans and budgets
- Build and maintain external program relationships that cut across government, the business community, non-profit and social enterprises

- Supervise some staff and subcontractors
- Facilitate the creation and maintenance of a provincial Network for Inclusive Circular Employment cutting across the circular economy and social economy
- Together with the Project Director, organize and facilitate program governance committee meetings
- Facilitate / co-facilitate roundtable discussions with travel to different regions of the province involving a diversity of stakeholders from the business community, employment agencies, marginalized communities across and potentially government
- Work with Indigenous communities to ensure and support Indigenous leadership in the building of a circular economy in BC
- Convening or attending meetings with diverse communities to explore their language and practices around sharing, reuse, and repair
- Oversee two provincial-wide surveys with a subcontractor
- Write program and evaluation reports summarizing research and engagement
- Lead on the design and facilitation of four Just Circular Economy public dialogues

#### Improve and Scale Programs

- Together with Project Director, refine the SHIFTing Consumer Behaviour Program based on first offering and manage the delivery of program offerings over the next year
- Oversee program promotion and recruitment; establish contracts with delivery partners; coordinate delivery with project coordinator
- Conceive of new program offerings for SRRI with an equity and climate lens suitable for cities, non-profits and businesses; propose and secure partners
- Together with Project Director, contribute to fundraising proposals
- Engaging diverse communities - across sectors - business vs. non-profits; small vs. large communities; across various marginalized communities

#### **What we're looking for**

- Leadership and passion: Self-motivated leader who is energetic and passionate about our mission to create a just and green circular economy
- Organized and adaptable: able to plan, manage and prioritize projects, juggle conflicting priorities, and meet deadlines, all while maintaining effectiveness and efficiency
- Relationship builder: An ability to establish and maintain connections with people with diverse backgrounds from business, government, nonprofit and community.
- Strong communicator: You demonstrate open communication, active listening, and can translate complex information into clear and simple language
- Collaborator: You work well with others to achieve shared objectives, balancing autonomy, and collaboration in a small and dynamic organization.
- Action Oriented and Entrepreneurial: You proactively move projects forward while seeking and accepting direction from others; you thrive in a small, growing organization and have the drive and initiative to contribute to its growth



## Experience

- Knowledge, or strong interest to learn, about the Circular Economy
- Proven experience and effectiveness in program development, delivery, management and evaluation, preferably in a non-profit setting
- Experience managing and collaborating with a project team (including a project coordinator and subcontractors, and reporting to a Project director)
- Excellent English written and verbal skills with demonstrated experience in report writing.
- Experience facilitating meaningful engagement and conversations with participants from a variety of backgrounds and lived experiences
- Experience working at the intersection of the environment, economy and/or social justice
- Relevant education or lived experience in areas such as: sustainability, waste management, community organizing, social sciences, education
- Proficiency with Google and Microsoft Office
- It would be an asset to have experience with fundraising; working with Indigenous and other equity-deserving groups; and experience supporting the strategic growth of a non-profit organization.

## How to Apply

Please send your resume and cover letter to Rosemary Cooper at [rosemarysrri@gmail.com](mailto:rosemarysrri@gmail.com) by March 1, 2023. Applications will be reviewed on a rolling basis.

**For more information about Share Reuse Repair Initiative and MakeWay, please visit:**

<https://www.sharereuserepair.org/>  
<https://makeway.org/solutions/shared-platform/>

*As Share Reuse Repair Initiative is on MakeWay's Shared Platform,  
the selected candidate will be an employee of MakeWay.*

***MakeWay is strongly committed to creating a diverse workplace environment and  
we welcome and encourage applications from the communities we serve.  
We are proud to be an equal opportunity employer.***

***MakeWay will provide accommodation during all steps of the hiring process, upon request, to  
applicants with disabilities. Please advise us if you need any accommodation.***

*Our sincere appreciation to all those expressing interest in the position, however,  
only those applicants invited for an interview will be contacted. Thank you for your interest!*

*. No phone calls or recruiters please*