RPRA
Resource Productivity & Recovery Authority

Project Manager (Contract)

Job Description

November 2026

Are you passionate about protecting the environment? Do you go out of your way to reduce, reuse, and recycle? Do you envision a waste-free future?

If you answered yes to those questions, then we'd like to hear from you.

We are the Resource Productivity and Recovery Authority (RPRA), Ontario's circular economy regulator.
Our vision is a waste-free and prosperous Ontario. And our mission is to support waste reduction and resource recovery by enforcing compliance with Ontario's producer responsibility laws, providing registry services to our regulated community, and reporting publicly on Ontario's progress towards a circular economy.

We are looking for a talented and committed individual to join us as a Project Manager to support the government's efforts to protect the environment and advance a new economy in which all waste is reused, recycled, and reintegrated.

Supervisory Relationships

Reports to: Manager, Policy, Research and Data Analytics
Supervises: n/a

Job Summary

The Project Manager will support the Public Reporting Working Group ("PRWG") and the Policy and Data Analytics Team to develop and execute project plans to meet deliverables involving RPRA's mandate to: 1) publicly report on the progress of the circular economy, and 2) to set and consult on its fees to registrants in all programs it oversees.

Essential Duties and Responsibilities

- Develop and maintain comprehensive project plans, including timelines, milestones, and resource allocations using appropriate tools to document and track project tasks, resources and performance throughout the project lifecycle
- Coordinate and track execution of project tasks to ensure that projects adhere to scope, schedule, and defined intent/outcomes
- Establish and maintain relationships with project team members, providing regular updates, ensuring alignment, and facilitating knowledge transfer
- Prepare and present regular project status reports to senior management and executives
- Proactively identify and communicate project risks, dependencies, and mitigation strategies through appropriate management channels and escalate issues, as necessary
- Support PRWG members by removing barriers and enabling progress

Job Qualifications

Education

- Post-secondary education in corporate communications, public relations, data analytics, business administration, or a related field
- PMP certification an asset

Experience

- 5+ years of experience successfully driving cross-functional projects in a complex environment or an equivalent combination of related education and work experience
- Proven experience supporting cross-functional/departmental teams and delivering successful projects to deadline

Other Knowledge, Skills, Abilities or Certifications

- Exceptional communication skills, with the ability to convey complex information clearly to senior leadership and stakeholders
- Skilled at presenting to executive-level audiences and facilitating meetings or workshops
- Ability to proactively identify and manage potential project risks and implement appropriate mitigation strategies
- Excellent critical thinking skills with ability to analyze situations, identify insights and make informed decisions or recommendations
- Demonstrated sound judgment, especially when handling confidential or sensitive information
- Strong teamwork, leadership, and customer service skills
- Highly collaborative with excellent interpersonal skills
  Self-starter with a proactive approach to problem-solving

Travel Requirements

- n/a

Physical Demands

- Office/Desk Job

Working with the Resource Productivity and Recovery Authority

You will be a part of a collaborative team doing ground-breaking and meaningful work with a critical environmental and economic mission.

This is a fixed term contract (12 month) role, working Monday to Friday from 9:00 a.m. to 5:00 p.m., with flexibility as needed. Our highly attractive total compensation plan includes a competitive salary (commensurate with experience), pension benefits, health benefits, personal days, and three weeks of vacation to start.
We have hybrid work arrangements and support flexible work schedules. Remote work is expected to be completed from a location within Ontario. Our office is conveniently located at 175 Bloor St East in Toronto.

RPRA is committed to a professional, respectful work environment where employee safety and well-being are prioritized, and harassment of any kind is not tolerated.

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities. RPRA welcomes and encourages applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.
The Resource Productivity and Recovery Authority utilizes artificial intelligence (AI) to screen and assess applicants for this position based on pre-defined, job-related criteria. AI acts as a supporting tool, but all final decisions are made by human HR professionals and hiring managers.

Target salary range: Min: $84,222 – Mid: $105,278

How to apply

Apply via Linkedin and submit your cover letter and resume (Name_JobTitle_2026) with the Subject Line: Name JobTitle - 2026 at: **careers@rpra.ca**