

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 circular economy today for a waste-free tomorrow. Our mission is to support compliance with individual producer responsibility through education and enforcement to foster Ontario's circular economy, spur innovation, and protect the environment.

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

SCHEDULING AND ADMINISTRATIVE COORDINATOR

The Scheduling and Administrative Coordinator is responsible for managing the Registrar's calendar and for providing administrative and organizational support to the Registrar and other members of the Compliance and Registry Team, including scheduling assistance the Director of Compliance and Operations.

They also provide scheduling and administrative support on any assigned compliance and Registry project which includes coordinating with external contractors or vendors working on the project to schedule project meetings.

Practically speaking, you will:

- Manage the calendar of the Registrar
- Provide general administrative support to the Registrar, including on organization wide special projects
- Provide scheduling assistant to the senior staff on the Compliance and Registry Team (e.g., the Director of Compliance and Operations)
- Provide logistical support to the Compliance and Team and support on compliance and Registry projects including:
 - Scheduling meetings, booking meeting rooms, setting up virtual meetings
 - Coordinating the dissemination of required information to all meeting participants in advance of meetings
 - Coordinate stakeholder project meetings including drafting and sending meeting invites
 - Coordinate formal consultations related to the multiple projects
 - Coordinating IT needs for the support of meetings
 - Records, in real-time, prepares and distributes project team meeting minutes
 - Follows up on action items from project team meetings
- Other general administrative tasks as assigned

Qualifications

Education

- Diploma or Degree from a post-secondary institution or equivalent work experience

Experience

- Minimum 3-5 years' experience in a project-based environment coordinating multi teams and project schedules
- Advanced proficiency in MS Word, Outlook, PowerPoint, Excel

Other Knowledge, Skills, Abilities or Certifications

- Strong communication skills, both verbal and written with the ability to communicate with all levels of staff
- Excellent collaboration, interpersonal, relationship management, and diplomacy skills
- Proven ability to multi-task and work as a part of a team and independently to quickly, efficiently, and accurately meet deadlines
- Ability to handle confidential and sensitive information
- Ability to work well and stay calm under pressure
- Strong customer service orientation
- High level of professionalism; ability to take self-initiative and be proactive
- Excellent time management skills and multitasking abilities

Working with the Resource Productivity and Recovery Authority

Contract Verbiage: This is a 1-year contract role working Monday-Friday from 9:00am-5:00pm, with flexibility as needed. Our highly attractive total compensation plan includes a competitive salary (commensurate with experience), health benefits, personal days and three weeks of vacation.

We have a hybrid work arrangement and support flexible work schedules. **Remote work is expected to be completed from a location within Ontario.** We are conveniently located in North York on the Yonge subway line at Sheppard Avenue.

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

RPRA is committed to maintaining a professional and respectful work environment. RPRA prioritizes the safety and well-being of its employees. Harassment or disrespectful behaviour of any kind by any individual towards our employees will not be 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. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Min: \$53,822 – Mid: \$67,277 salary range

How to Apply:

Internal applicants, external applicants, and referrals: submit your resume to HR with the job title to careers@rpra.ca