

## **Indigenous Relations Representative**

### **Who we are:**

Multi-Material Stewardship Western (MMSW) is a non-profit organization responsible for residential packaging and paper recycling in Saskatchewan. MMSW helps obligated businesses meet their requirements under the [Waste Packaging and Paper Stewardship Regulations](#). MMSW member businesses include retailers, restaurants, importers, manufacturers, distributors or wholesalers and any organization that supplies packaged goods and/or paper and flyers to Saskatchewan residents. More details about MMSW can be found at <https://www.mmsk.ca/>.

MMSW launched its program in 2016. Since that time, businesses selling or distributing packaging and paper products have shared the responsibility with municipalities to finance the collection and recycling of household packaging and paper products (PPP).

Effective March 31, 2023, the Province of Saskatchewan implemented The Household Packaging and Paper Stewardship Program Regulations. As a result, MMSW is preparing to evolve to a full Extended Producer Responsibility (EPR) model that is managed by producers, meaning producers assume operational and financial responsibility for collecting and recycling household packaging and paper products. Local governments and private collection contractors will partner with MMSW for collection and MMSW will ensure material is responsibly managed and recycled. MMSW is responsible for administering this Program Plan on behalf of the producers that have chosen to be members of the MMSW program.

### **Making a difference together:**

*We are committed to respecting the culturally rich history that the land in which we operate holds with Indigenous Peoples in stewardship, care - and leadership. We value the opportunity of continued learning and shared experiences in our work of environmental stewardship and partnership with Indigenous Peoples and communities across Saskatchewan.*

We make a difference through our passion, collaboration, knowledge and expertise. These are essential for our success in Saskatchewan's recycling industry. We believe that our passion for the environment drives us to create a more sustainable future. Our collaborative approach, knowledge and expertise provide us with the foundation for effective management and recycling of packaging and paper. We know that having a deep understanding of Saskatchewan's recycling intricacies, and the latest technologies and best practices, is crucial for creating an efficient and effective recycling program.

As recycling professionals, we are proud to support a more sustainable future in Saskatchewan. Our expertise is effective material management and promoting packaging and paper recycling across the province.



We care about our business and our people. We want to work with a self-motivated, detail-driven team player who will build great relationships with our small, dedicated team, our service partners, and our stakeholders. Our values of innovation, trust, knowledge, service, and respect should resonate with you.

We offer competitive salaries and an extensive benefits package that includes a Professional Development benefit, Personal Wellness Benefit, RRSP matching program, and medical/dental group benefit coverage. Travel expenses related to the Indigenous Relations Representative position are fully reimbursed and mileage is also reimbursed at competitive rates.

We work in a hybrid work environment that enables team members to work at MMSW office in Saskatoon or a remote work location.

#### **Position Overview:**

The **Indigenous Relations Representative** will play a critical role in establishing, planning, developing and implementing the Program Plan through meaningful engagement with First Nation and Métis communities and organizations throughout Saskatchewan. This is an exciting opportunity to exercise leadership, influence change at the community level and work with a passionate team.

The successful incumbent will work to identify and build important relationships with First Nation and Métis communities and organizations to gain an informed understanding of the preferred methods of engagement and associated timelines for an inclusive and dedicated engagement on communities' respective involvement and interest in residential recycling opportunities. This has been captured in four stages:

- **Stage 1** will focus on **building relationships** with external partners and applicable First Nations and Métis communities and organizations by introducing these organizations to MMSW team members and providing key background information for the program, product stewardship, and the transition to the full EPR model.
- **Stage 2** will focus on **engaging** with communities and organizations to learn how best to conduct culturally relevant, respectful and effective engagement on residential recycling and inclusion in a full EPR program in Saskatchewan.
- **Stage 3** will include dedicated engagement with First Nations and Métis communities and organizations, bringing all **learning and insights from Stage 2** into the process.
- **Stage 4** will **incorporate results** from this engagement into MMSW's development of a meaningful model for First Nations and Métis participation in packaging and paper recycling opportunities.

Once the Program Plan has been implemented the Indigenous Relations Representative will continue to act as the primary point of contact for Indigenous collectors and communities province wide, and is responsible for overseeing collection operations, defining strategic priorities, determining compliance and material quality from collection service providers, and increasing material collection and optimizing value-generating relationships.

This role will require travel throughout the province of Saskatchewan with regular overnight travel to conduct site visits and meet with Indigenous collection and processing partners. The MMSW office is in Saskatoon, though being a mostly field-based position, the successful applicant would be expected to work from a home-based office while not on the road. This is primarily an independent role which requires the ability to prioritize and coordinate on a continuous basis.

The overall goal of this role for MMSW is engagement, and effectiveness, leading to increased participation, collection and diversion. This role reports to the **Manager, Indigenous and Community Engagement** for Western Canada.

#### **Responsibilities:**

##### **Identify and Initiate Relationship Building:**

- Identify and liaise with external partners to determine collaboration and partnership opportunities in moving to a full EPR model and improve collection of packaging and paper material.
- Identify and liaise with First Nation and Métis communities and organizations to access and gather key inform to inform the engagement strategy.
- Build and maintain contact lists and an engagement tracker along with detailed records management.
- Analysis of engagement best practices including methods, processes and practices with consideration of Federal, Province and regional approaches and mandates.
- Consideration of opportunities to support Reconciliation efforts within the engagement process and operations.
- Contribute to the development of the province wide Indigenous engagement strategy and plan as well as budget impacts.
- Contribute to communication material and methods that provide a clear understanding of the Program Plan and overall introduction to engagement as well as tools to facilitate feedback and input.

##### **Program Introduction Engagement:**

- Contribute to system and process development needed to support program engagement.
- Contribute to the development and sharing of engagement material working with various internal and external stakeholders.
- Coordinate and facilitate initial in-person meetings with First Nation and Métis communities to introduce the team, the Program Plan, recycling benefits and processes, product stewardship, and the transition to the full EPR model.

- Track, analyze and report out on key engagement activities and community / organization context related to program interest, readiness, needs, challenges, and preferred communication protocols to ensure a thoughtful and meaningful engagement strategy and program implementation.
- Provide timely responses and program updates via phone calls, emails, letters and meetings.

**Program Evaluation Engagement:**

- Contribute to the development of the province-wide Indigenous engagement strategy based on previous engagement efforts.
- Recommend appropriate criteria to evaluate readiness and program needs.
- Identify strategies for addressing needs and challenges to optimize success of program participation within communities.
- Gather and analyze in-field best practices and make recommendations on how these best practices can be incorporated.
- Develop operating procedures and project templates purposed to standardize operations and to increasing efficiencies across the provincial network of First Nation and Métis communities and external organizations.

**Program Development Engagement:**

- Collaborate with Recycle BC team members and external partners to gather information, conduct research and analysis, test ideas and conclusions, and in the development of plans and strategies necessary to achieve the objectives of the program.
- Development of program outreach and marketing material.
- Provide community training, promotion and education, and participate in local events and initiatives (i.e., classroom visits, community day interaction, etc.) to promote the collection of packaging and paper.
- Continue to build strong working relationships with First Nation and Métis communities and employ standards, value added summaries, feedback and codes of conduct for collectors and post-collection services (consolidation, transport and processing).
- Assist in developing, implementing and overseeing priority projects and pilots in a consistent and disciplined format, including by maintaining meeting minutes, timeline documents and written reports, and ensure all applicable team members and collection service provider staff complete necessary tasks on agreed timelines.
- Develop and implement projects aligned with annual operating plans and Program Plan key metrics, including reducing contamination rates, enhancing in-scope material capture rates, increasing operational efficiencies, standardizing processes, trialing new collection models, etc.

**Ongoing Program Implementation and Improvement:**

- Develop annual priority setting to initiate community programs and monitor and support existing communities in education to minimize contamination and maximize material collected.
- Identify and promote initiatives and events with First Nation and Métis communities / organizations.
- Work with other internal team members and external partners, for the oversight of collection and post-collection and approved material flow in the field.

- Participate in the implementation of a reverse supply chain in the field with sufficient capacity to collect, transport, process, and market materials to meet program plan targets.
- Promote and facilitate the implementation of the Program Plan and the collector agreements for consistent and compliant supply chain management by all MMSW collectors.
- Work closely with the Manager of Indigenous and Community Engagement prior to initiating or executing changes that impact the collection and post-collection network and related commercial arrangements to ensure that the terms and conditions for change in the collector agreements are followed. Follow dispute resolution protocols should changes or other issues require escalated management.
- Identify issues or operational concerns posing impact to the program, implementing effective issues management techniques and follow escalation procedures as necessary.
- Working with the Manager of Indigenous and Community Engagement, and other team members, to actively assess key metrics and implement processes to enhance operational efficiency and effectiveness. Key metrics include but are not limited to contamination rates, tonnage by material stream, operational behavior, and trends.

**Other:**

- Support corporate Reconciliation commitments
- Participate in and contribute to the internal Indigenous Relations working group.
- Ensure the organization its values are consistently presented and demonstrated in a strong positive image to stakeholders.
- Lead by example in supporting organizational culture.

**Desirable Skills and Attributes:**

- As an innovative person, you have deep and broad experience in Indigenous relations that complements your passion for environmental stewardship.
- Strong demonstrated experience in planning, developing and implementing large scale Indigenous engagement strategies, plans and initiatives.
- Experience building and maintaining effective relationships with Indigenous communities and representatives.
- Proven track record of being self-motivated and solutions oriented.
- Ability to problem solve and prioritize and manage diverse tasks.
- Ability to act as a change agent and play a key role in advancing reconciliation and environmental stewardship.
- Ability to work independently and collaboratively.
- Provide subject matter expertise to MMSW leads, First Nation and Métis communities and organizations and associated external partners.
- Ability to conduct detailed analysis and provide summaries and recommendations.
- Knowledge of waste management, materials management, commodity markets, and logistics or related operational business activities.
- Excellent relationship management, organizational and project management skills.



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- Strong negotiation and conflict resolution skills would be considered an asset.
- Strong leadership skills with an ability to be strategic and a critical thinker.
- Excellent verbal and written communication skills with the ability to prepare clear and concise reports, presentations and communication material.
- Excellent computer and software skills (Microsoft Suite, SAP).
- Excellent organizational skills and ability to effectively create and implement project plans.

### Qualifications:

- A minimum of 5 - 7 years' work experience in Indigenous relations / engagement.
- Direct experience in paper and packaging recycling, stewardship, or related fields is considered an asset.
- Lived experience or education related to Indigenous studies and environmental studies, sustainability, supply chain, operations, engineering, related disciplines are beneficial but not necessary.
- At least 5 - 7 years' experience in education field (as above), operational optimization, waste management, logistics, operations management or related role.

### Working Conditions:

- Flexible work schedule requiring occasional extended working hours to meet deadlines during peak periods.
- Ability to work in an environment that is open to the elements and may be dirty and surrounded with heavy machinery and processing equipment.
- Requires travel within the province to meet with First Nation and Métis communities and organizations as well as operational partners (i.e. receiving facilities, depots, transfer stations and transporters).
- Valid SK driver's license and a suitable vehicle is required. (in some cases, a rental vehicle can be utilized).

To apply for this role, please submit your resume via email to [jessica.willis@summitsearchgroup.com](mailto:jessica.willis@summitsearchgroup.com).