

## Operations & Data Coordinator

### Type of position & Structure depend on the selected candidate:

- 1) Students: Part time internship for the summer semester.
- 2) A recent youth graduate: full-time for one-year.

Mostly in person work

Possibility of renewal in either cases depending on performance.

### Hours:

- 1) Summer student internship: 240 hours total. Subject to approval by ITACS or Eco Canada COOP subsidy program.
- 2) Full-time recent youth graduate: 32h/week. Subject to approval by Eco Canada Science Horizon subsidy program.

Paid biweekly on actual hours done in both cases.

Tasks and workload will be adjusted accordingly.

### Compensation:

- 1) Summer student internship: \$21/h.
- 2) Full-time recent youth graduate: \$23.5/h.

**Reports to:** the **enuf** COO (*Alanna Silver*).

### Description and Responsibilities:

The responsibilities in this position are twofold: 1) Operations coordinator, and 2) Data coordinator. In-depth waste sorting knowledge is not required, we are looking for someone who enjoys leading a team in a dynamic job where every day is different!

#### 1) Operations coordinator:

- Client relations:
  - Be the contact point person with the client, and maintain positive client relations.
  - Arrange site visits with client before event, create site plans and client guides for staff. Schedule and host team trainings as needed.
  - Help event organizers by being adaptive and exercising good problem-solving skills to deal with surprises.
- **enuf Green Brigade** logistics and field supervision:
  - Ensure that the team members have the supplies needed for their shift (e.g. clickers, vests, t-shirts, coffee, popcorn ... etc).
    - Maintain an inventory of necessary supplies and flag when resupplies need to be purchased.
  - Supervise the green brigade team on-site and ensure that the **enuf** performance and professionalism standards are followed.



- Be the lead driver when necessary, and coordinate carpooling (including for brigade shifts, waste audits, school workshops, and delivery of untouched surplus food to our community fridges).
- Lead the coordination and execution of **enuf** events such as the Bring Your Own Mug events.
- Be a lead member of the **enuf Green Brigade** team as follows:
  - Participate in events by client organizations. The GA will be assigned in teams to events in the area of greater Montreal where food and/or drink is served to help inform the community how to sort their waste properly at waste stations. The GA will:
    - Stand next to waste stations and help participants learn how to sort their waste.
    - Conducting waste sorting class presentations, workshops and waste audits.
    - Social media support when needed.
- Support other administrative tasks as needed.

2) An **enuf** data coordinator supports the data analyst by participating in the following activities:

- Conducting waste audits. This includes the following tasks:
  - At waste audits, we empty waste bins, and sort, weigh and record their content.
  - Compiling and analyzing the collected data.
  - Creating engaging figures to communicate waste audit data.
  - Drafting waste audit reports in both English and French.
- Compile green brigade data, feedback and recommendations, and create reports in both French and English for major events (e.g. festivals, hockey games).
- Compile and analyze waste stream data from client waste management invoices for clients:
- Conduct quality control tours. This can involve creating and/or participating in instagram stories and short videos communicating findings from quality control tours.
- Support data communication activities (e.g. social media and website) when needed.





### Important flags:

- Green brigade work involves standing throughout long shifts that can take place during atypical hours (evenings, weekends, early mornings, etc).
- Some of the events we go to (e.g. festivals) are outside and involve unpredictable weather.
- Only staff who do more than 65% of their hours as green brigades will be considered for renewal.
- Interns are required to provide at least 3 half days a week where they can be directly assigned brigade shifts (one week notice).
- Full-time staff are required to provide at least 4 full days a week where they can be directly assigned brigade shifts (one week notice).

### Essential Requirements:

- Fluency in English and French.
- Must be either a Canadian citizen or a permanent resident.
- Full-time: Must be a recent graduate youth (under 30 years old).
- Internship: Must be enrolled at a University during the summer semester.
- Valid driver's license.
- **Extremely organized with a strong attention to details.**
- Able to anticipate needs and proactively take initiative and go the extra mile.
- Adaptable with a problem solving attitude.
- Team management experience.
- Customer service and client relation experience.
- Physically comfortable with standing for long periods of time.
- Comfort with being publicly visible (e.g. in our social media and picture campaigns).

### Assets:

- Multilingual (beyond the required English and French).
- Knowledge of waste management and the composting processes.
- Experience with creating social media reels.





**enuf** is committed to fostering an inclusive, equitable, and accessible workplace where all team members are valued, respected, and supported.

**enuf** welcomes and encourages applications from all qualified individuals, regardless of race, ethnicity, colour, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, or any other characteristic protected by law.

**enuf** encourages a four-day work week. In our context, means that no one will be asked to work or be given shifts that exceed 32h within a 7 day period. In some cases, the 32 hours may be spread over more than 4 days within a week in our atypical hours context.

**Please apply via this form (<https://forms.gle/QVt7kK6bHKERitCw5>), where you will be asked to upload a CV and a cover letter.** Following the interviews, the most promising candidates will be asked to participate in a driving test so that we are able to make a final selection.

**Important notes:**

- All applicants must review general information applicable to everyone working at **enuf** available on our careers page: [enufCanada.ca/Careers](https://enufCanada.ca/Careers).
- Due to the high volume of applications, only selected candidates will be contacted.

