

Green ambassador, and sales and executive assistant

Type of position: Part-time, mostly in-person work.

Duration: May 1st–August 31st, 2026

Structure: 180 hours total. Workload fluctuates significantly. Subject to approval by ITACS or Eco Canada COOP subsidy program.

Hourly rate: \$21/hour

Reports to: Keroles Riad (CEO).

Description and Responsibilities:

The responsibilities in this internship are twofold: 1) a green ambassador (GA), and 2) a sales and executive assistant.

1) The **enuf** GA is the primary person to be called on to conduct the activities of enuf 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.
 - Help event organizers by being adaptive and exercising good problem-solving skills to deal with surprises.
 - Possibly deliver untouched surplus food to our community fridges. This may involve driving our company car, or personal car (gas will be reimbursed in this case).
- Participate in events organized by **enuf**. This includes:
 - Conducting waste sorting class presentations, workshops and waste audits (often includes driving and coordinating carpooling).
 - Coordinating Bring Your Own Mug events at Concordia University (includes setting up tables, serving food, cleaning up, and educating).

2) The fundamental responsibility of the **enuf** sales and executive assistant is to “help”. This primarily includes sales and administrative tasks as follows:

- Sales assistant:
 - Generate leads focused on organic waste collection (top priority) and waste audits (e.g. for LEEDS and/or BOMA BEST certifications) for shopping malls and residential buildings). This includes showing up at various establishments, as well as cold calling/emails.
 - Draft quotes for prospect client for review by the CEO (Keroles).
 - Compile list of invoices at the end of each month so that the enuf accounting assistant can generate them
 - Create a sales funnel/process tracking system.



- Executive assistant:
 - Manage, organize, triage, and declutter the inboxes of the CEO (Keroles) and the COO (Alanna). This involves
 - Directly responding to emails when appropriate.
 - Drafting responses for review for important emails.
 - Schedule meetings and fully manage the calendars of the CEO (Keroles) and COO (Alanna).
 - Team coordination tasks such as scheduling team meetings, regular check-ins, performance reviews ... etc.
 - Sit-in in meetings when feasible to take notes, coordinate follow-up actions and update to-do lists.
 - Closely monitor the EA@enufCanada.ca email account.
 - Organize, declutter and maintain our Google Drive, Canva, and Dropbox:
 - Involves improving and articulating a proper filing system, and ensuring all team members are using a proper filing system.
 - Manage other errands and administrative tasks as they come up (e.g. Draft job descriptions, prepare and submit internship subsidy and grant applications, research sustainable suppliers, and other team management errands).

Essential Requirements:

- Must be either a Canadian citizen or a permanent resident.
- 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.
- Experience in sales and marketing.
- Physically comfortable with standing for long periods of time.
- Comfort with being publicly visible (e.g. in our social media and picture campaigns).

Assets:

- Customer service experience.
- Fluency in English and French.
- Has the appropriate equipment and software for photography, videography and editing.
- Graphic & web design experience (incl. Canva, and Word Press).
- Knowledge in waste management and the composting processes.





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.

