

Project Coordinator/Research Assistant: Short-Term Contract (10 Months, Hybrid, June 2025 – March 2026), Located in Regina, SK

Reporting to the Project Manager, the Project Coordinator/Research Assistant will be responsible for supporting the successful implementation of Circular Innovation Council's upcoming food waste diversion pilot project based in Regina, Saskatchewan.

About Circular Innovation Council

Circular Innovation Council (CIC) – originally established as Recycling Council of Ontario in 1978 – believes solutions for greater resource efficiency and environmental protection is to advance the circular economy. We are inclusive and collaborative among supply and value chains; and seek to advance circular business models, products, services, research, and policy that deliver redefined values to equate social, environmental, and economic benefit.

We're an interdisciplinary team that values collaboration, curiosity, and passion for change, fostering a supportive environment where diverse perspectives drive innovation, knowledge-sharing, and the creation of practical, impactful solutions.

About the Project

As part of an expansion on CIC's current [food waste diversion pilot projects](#), Circular Innovation Council is partnering with the City of Regina to undertake an innovative pilot program to test the feasibility of a region-based food waste diversion service model for the Industrial, Commercial, and Institutional sector (ICI) to further improve businesses' and multi-family properties' diversion of surplus edible food and organic materials from the landfill, and re-purpose them for a higher value. Through this initiative, pilot participants can:

- Donate surplus edible food through a network of food rescue organizations.
- Access affordable, shared organics collection services within the pilot region.
- Reduce greenhouse gas emissions associated with organic waste disposal.
- Access resources and training for businesses and multi-family tenants to improve food waste diversion practices.

This program uses a collective financial model, ensuring more equitable cost-sharing for small and medium-sized enterprises (SMEs) participating in food rescue and organics collection services. Additionally, multi-family properties will engage in a behavior change intervention, co-designed and implemented by the Circular Innovation Council (CIC), to promote tenant participation in organic waste diversion. The City of Regina is utilizing this pilot to explore practical solutions for businesses and multi-family properties as they prepare for the 2026 by-law mandating organic waste diversion in the ICI sector.

About the Role

This dynamic role combines project coordination and research, offering an opportunity to work both behind-the-scenes and on-the-ground to support CIC's Project Manager in the

execution of an innovative food waste diversion pilot program. As part of CIC's project team, you will support the successful implementation and delivery of a circular food waste diversion pilot and related research efforts in Regina, SK, helping to drive meaningful change in the way we manage food waste in Canada.

KEY RESPONSIBILITIES

- Assist in planning and coordinating of pilot project objectives, operations, participant outreach and recruitment, data collection, and research support.
- Lead outreach and engagement activities to recruit pilot participants, perform site visits, and respond to inquiries from prospective and current participants.
- Provide administrative support for program coordination and communications.
- Track project progress and maintain project documentation when required.
- Collect, analyze, and report on learnings and data for project metrics, presentations, and communications with support from the Project Manager.
- Support project planning, development, and research design where needed.
- Support creation and delivery of pilot educational resources, project communications and promotional materials.
- Other tasks as may arise to successfully deliver the Commercial Food Waste Diversion pilot program and related research.

EDUCATION/WORK EXPERIENCE

- Post-secondary education in environmental science, sustainability, resource management, social science/geography, or a related field.
- Equivalent of 1-year in project coordination role.
- Equivalent of 1-year in research assistant role with experience in both qualitative and quantitative data is ideal (includes equivalent of graduate degree or undergraduate thesis project where direct experience was gained with the scientific method, data analysis, and reporting).
- Interest and knowledge in environmental issues and the circular economy.
- Experience working in waste management, environmental education, circular economy, human behaviour change, and/or interdisciplinary fields is a plus.

KEY SKILLS

Project Coordination and Management

- Strong organizational skills to plan timelines, meet deliverables, and coordinate multiple stakeholders.
- Ability to coordinate meetings, workshops, and training sessions (mostly virtual).
- Capacity to handle logistics and ensure smooth program execution with support of the Project Manager.

Research and Data Collection

- Experience conducting qualitative and quantitative research (e.g., surveys, focus groups, interviews, gathering empirical data).

- Familiarity with data collection, entry, organization, and analysis.
- Ability to synthesize data results and research findings into clear presentations and reports (with the support of the Project Manager).

Stakeholder Engagement and Communication

- Strong interpersonal skills to communicate effectively with businesses, institutions, food rescue organizations, partners, and service providers.
- Ability to foster collaboration between diverse stakeholder groups.
- Ability to build professional relationships and engage in collaborative discussions.
- Excellent written and verbal communication skills for supporting the development of reports, creating and delivering presentations, program promotional and social media content, and educational materials.

Problem-Solving and Adaptability

- Exemplary problem-solving skills with the ability to think creatively and exercise mature judgment when identifying and addressing challenges.
- Comfortable working in a dynamic, sometimes fast-paced environment with an ability to work both independently and collaboratively.
- A working style rooted in ownership, curiosity, passion, teamwork, and innovation.

Technical Skills

- Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint).
- Familiarity using graphic design tools (e.g. Canva, Adobe Illustrator), Google Workspaces, and Asana is a plus.

About the Contract

This is a short-term full-time employment contract for 10 months (June 2025 – March 2026) at 35 hours/week. This is a hybrid position, where the position is split between remote desk work and on-ground coordination within Regina driving to businesses for program delivery. June-October will involve splitting time fairly evenly between remote work and on-ground work, while November-March is mostly remote work with only occasional travel in Regina. The following is required:

- Must be available during business hours, Monday-Friday.
- Workplace location must be in Regina or within 30 minutes of the city.
- Preferred Start date is June 2nd, 2025.
- Must have own computer, cell phone, and access to reliable internet.
- Must have a valid driver's licence and the ability to travel to different pilot participant and partner locations within Regina.

Salary: \$24 per hour; (Mileage \$0.67/km)