

SYNERGY

FOUNDATION

Title	Regional Business Advisor, BC Green Business
Location	Remote Contractor Position in Metro Vancouver
Term	Flexible Start Date, 1 Year Contract (Potential Option to Renew)
Compensation	<p>Contractor Position. Compensation is based on certified businesses and new memberships gained in the region.</p> <p>Certifications Compensation:</p> <p>\$225 per business with 1-50 employees</p> <p>\$325 per business with 50+ employees</p> <p>Membership Growth Compensation:</p> <p>\$100 per new member business</p>
Estimated workload	<p>Estimated 2-5 certifications per month with each certification requiring an estimated 4-6 hours of work.</p> <p>This position is ideal for someone seeking additional and flexible income opportunities.</p>

The Synergy Foundation is an equal opportunity workplace for employees and contractor team members. We are committed to equal opportunities regardless of race, color, ancestry, religion, gender, sexual orientation, ability, socio economic status, or age.

SYNERGY FOUNDATION

The [Synergy Foundation](#) is a Victoria based non-profit that was created in 2013. Since its inception, Synergy Foundation has focused on innovative projects and programs that have pushed the envelope, supported hundreds of businesses, and turned great ideas into action. Our three focus areas are green business, food security, and circular economy. This is represented in our core projects, BC Green Business, FED, and Project Zero and our annual event, the Ecostar Awards.

ABOUT BC GREEN BUSINESS

[BC Green Business](#) is a non-profit certification program that works one-on-one with businesses to identify practical and affordable ways to reduce their environmental impact and enhance their social performance. We do this by providing assessments, recommendations and resources tailored to the business we're working with, in the region they operate, and the sector they serve.

REGIONAL BUSINESS ADVISOR ROLE

This position supports the mission and program work of Synergy Foundation and specifically the BC Green Business program. We are seeking a dynamic and self-motivated individual who desires to create a positive impact through their work. The successful candidate will work with our existing BC Green Business members and grow our membership base in the region by bringing on new businesses

Your regular routine may include coordinating and conducting the assessment of businesses and their operations, providing businesses guidance on sustainability initiatives, and increasing awareness and interest in the BC Green Business program.

BC Green Business has a 10 year history of working with businesses. The ideal candidate will continue to support businesses in Metro Vancouver and grow the program for years to come.

TRAINING PROVIDED

A combination of one-on-one and self-directed training will be provided in the form of training modules and on-site experience. Contractors will be provided with a \$400 honorarium upon successful completion of the BC Green Business training program. It is expected that the training will take between 15-20 hours.

RESPONSIBILITIES

Business Verifications

- Coordinate and conduct site visits in your designated region
- Assess businesses using BC Green Business criteria and scoring
- Empowering businesses to create change – providing suggested actions reports
 - Identify technologies and operational changes that will reduce emissions, waste, water consumption, energy use and more.
- Connecting businesses to relevant resources and product/service providers
- Completing business certifications
- Ongoing support for business members as needed

Community Outreach

- Outreach to business community and business network organizations

Reporting & Accountability

- Submit monthly summary reports
- Monthly check in meetings with Program Manager

SKILLS & COMPETENCIES

- Knowledge of sustainable business solutions
- Proficiency in Excel and Word
- Experience working with small businesses or building connections with business professionals
- Establish and maintain positive team and client relationships
- Strong verbal and written communication
- Believes business can be a force for positive change
- Self-motivated with entrepreneurial spirit
- Responsible and accountable while working remotely
- Ability to apply broad concepts of sustainability to wide variety of business types
- Well organized and attention to detail

ADDITIONAL

- Must have access to a personal vehicle. Travel is reimbursed in alignment with provincial government of British Columbia rates
- Must have a valid BC Class 5 driver's license
- Must have reliable internet and computer access

TO APPLY

Please email your cover letter and resume to BCGreenBusiness@synergyfoundation.ca. Cover letters should include the candidates' work experience, current working situation, and how the role will fit into their current schedule. Interviews will start October 31st and continue open until the successful candidate is found.