

# SYNERGY

## FOUNDATION

<b>Title</b>	Sustainable Business Advisor, BC Green Business
<b>Location</b>	Remote Contractor Position  Positions Open in: <ul style="list-style-type: none"><li>- Metro Vancouver</li><li>- Tofino/Ucluelet/Port Alberni</li></ul>
<b>Term</b>	Ideal Start Date: February 19 <sup>th</sup> , 2026 (Flexible), 1 Year Contract (Potential Option to Renew)
<b>Compensation</b>	<b>Compensation Structure</b> <ul style="list-style-type: none"> <li>• <b>Certifications</b> <ul style="list-style-type: none"> <li>○ \$225 per business (1–50 employees)</li> <li>○ \$325 per business (50+ employees)</li> </ul> </li> <li>• <b>Membership Growth</b> <ul style="list-style-type: none"> <li>○ \$100 per new member business</li> </ul> </li> <li>• <b>Internal Team Tasks</b> <ul style="list-style-type: none"> <li>○ \$45 per hour (team meetings, reports, community engagement)</li> </ul> </li> </ul> <b>Additional Notes</b> <ul style="list-style-type: none"> <li>• Compensation is based on businesses supported/certified, new businesses brought into the program, and internal tasks.</li> <li>• This is a contractor position with flexible hours.</li> </ul>
<b>Hours per Month</b>	<p>Expected 4-8 hours per week, resulting in 4-6 businesses supported/certified per month.</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 main focus areas are green business and the circular economy. This is represented in our core projects, BC Green Business 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 environmental impact and enhance 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 business awareness and interest of the BC Green Business program.

## **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**

- Conduct sustainability assessments for businesses in your designated region.
- Provide actionable recommendations to help businesses reduce their environmental impact.
- Identify technologies and operational changes that minimize emissions, waste, water use, and energy consumption.
- Connect businesses with relevant resources, service providers, and sustainability solutions.
- Complete business certifications and ensure accuracy in documentation.

- Offer ongoing support to certified businesses as needed.

### **Community Outreach**

- Build relationships with local businesses and business network organizations.
- Represent BC Green Business at community events and industry gatherings to promote program awareness.

### **Reporting & Accountability**

- Prepare and submit monthly summary reports detailing regional activities and progress.
- Participate in monthly check-ins with the Program Manager and team meetings.
- Develop regional findings reports to inform program improvements and strategic decisions.

### **SKILLS & COMPETENCIES**

- Knowledge of sustainable business solutions
- Proficiency in Excel, Word, and PowerPoint
- 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 drivers license
- Must have reliable internet and computer access

### **TO APPLY**

Please email your cover letter and resume to [operations@synergyfoundation.ca](mailto:operations@synergyfoundation.ca). Cover letters should include the candidates' work experience, current working situation, and how the role will fit into their current working schedule. Applications will remain open until Wednesday, February 4<sup>th</sup> after which successful candidates will be invited to interview.