

## Job Profile

**Date:** September 13, 2023  
**Position:** Sustainability Manager  
**Status:** Permanent, Fulltime  
**Shift:** Monday to Friday  
**Hours:** 8 hours / day  
**Location:** Burnaby, BC  
**NOC:** 20011

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Hemlock Printers Ltd. is an internationally recognized leader in print communications with manufacturing facilities and offices in Burnaby, BC and Los Angeles, CA, plus sales associates in Seattle, WA and San Francisco, CA. For more information, please visit [hemlock.com](http://hemlock.com).

We have an opening for a **Sustainability Manager**. As Sustainability Manager, you will collaborate with Hemlock Printers' Leadership, Operations, Manufacturing and Marketing teams to develop and implement Hemlock's social purpose and sustainability strategy. You are responsible for initiating and managing social purpose and sustainability-related projects, acting as Chairperson for the internal Sustainability Committee, and building reporting programs that effectively measure performance.

Hemlock's Sustainability Manager is the lead company representative with external stakeholders, communicating our social purpose and sustainability goals and progress, while collaborating with peers to advance our practices within Hemlock and the wider-business community. You also provide ongoing support to Hemlock's subsidiaries, focused on helping with the adoption and compliance of environmental certification standards, aligned to existing programs at Hemlock.

You must have experience and/or post-secondary education relating to environment and sustainability and be capable of doing research, analyzing data, reporting and providing recommendations. You would need to be able to present, teach and support sustainability initiatives to a wide range of employment groups.

### Position Responsibilities

- Maintains and continually improves Hemlock's core sustainability programs including:
  - Annual GHG reporting
  - Zero Carbon Neutral program
  - Environmental certifications and awards including FSC®, Climate Smart, Green-e, and Ostrom carbon neutral designation.
  - Hemlock's Zero Waste strategy
  - Explore and recommend opportunities to participate in innovative programs
- Provides updates on current projects and social purpose and sustainability-related performance metrics.
- Participates in Hemlock's annual strategic planning process helping define a long-term vision and strategic direction for the organization.
- Collaborates with Leadership on an ongoing basis to identify, develop and implement priority projects which are aligned with Hemlock's short and long-term objectives.
- Collaborates with Sales and other internal stakeholders on the development of external communications and sales resources.
- Develops, implements, and refines Hemlock's reporting program which tracks the company's social purpose and sustainability performance according to pre-defined sustainability KPI's.
- Researches, identifies, and recommends (including cost-benefit analysis) environmentally progressive alternatives to current purchased goods and services



- Promotes Hemlock's leadership in social purpose and sustainability to the wider community, including representing and speaking on behalf of Hemlock at external events
- Fosters a culture of social purpose and sustainability within Hemlock.
- Collaborates with Hemlock's subsidiary organizations on improving their sustainability practices, aligned with Hemlock's practices.
- Stays informed on emerging social purpose and sustainability innovations, trends, and certifications.
- Actively participates in Hemlock's Diversity Equity & Inclusion Committee.

### **Skills and Qualifications**

- Post-Secondary degree in Business, Science, Engineering, Environmental Science, or other environmental-related discipline
- Experience in sustainability strategy development and execution and sustainability change management
- Business acumen
- Stakeholder engagement, including experience in stakeholder communications and collaboration
- Experience in corporate sustainability data gathering, analysis, reporting and project management
- Excellent strategic and analytical thinking, problem solving, organizational and project management skills
- Strong verbal and written communication and presentation skills
- Ability to establish a high level of rapport with staff, senior management, and other internal and external stakeholders
- Ability to work both independently and as part of a team, effectively managing priorities and moving efficiently between different responsibilities
- Excellent MS Office Suite, including Outlook, Word, Excel, and PowerPoint skills
- Basic proficiency in social media
- Experience working for a social purpose company is an asset
- Volunteer or community work with organization(s) in the sustainability spectrum is an asset
- Experience working in printing/manufacturing environment is an asset

### **Benefits**

- Extended Health and Dental (incl. of Vision & Prescriptions), Life, AD&D, Short-term Disability and Long-term Disability Insurance package
- Vacation and Care/Sick pay
- Group RRSP
- Profit Sharing
- Employee & Family Assistance Program
- Transit/Compass Card program
- Free Electric charging stations & onsite parking

Hemlock Printers is committed to building a diverse and inclusive workplace. We strive to ensure our internal policies and practices recognize the value of diversity, inspire employee participation and are free of barriers for advancement. Our goal is to provide equal possibility for everyone and for every employee to feel safe, valued, empowered, and respected for their contributions to our shared purpose. All those who contribute to the further diversification of our community are encouraged to apply.

If you are interested in this opportunity, please forward your resume to [hrd@hemlock.com](mailto:hrd@hemlock.com) and quote **Sustainability Manager** in the email subject line.

Open until filled. We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.