

1. **Start Date:** January 5th, 2026
 2. **Hours:** Part-time – 16 to 20 hours per week
 3. **Duration:** Ongoing
 4. **Location:** Vancouver, British Columbia – Hybrid (some downtown office & some remote)
 5. **Supervisor:** Tim Reeve, President, and Company Founder
 6. **Wage & Salary:** \$24/hr + benefits, Reeve is a certified Living Wage employer
 7. **Closing Date:** When suitable applicant is found
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Company Overview & Role Description

Since 2004, [Reeve Consulting](#) has worked with clients in the public and private sector to identify their sustainability priorities and activate social and environmental opportunities in their supply chains. We are a small firm that works with big clients. We are known as thought leaders that help clients find simple solutions to complex sustainability challenges, for our high-quality work, our attention to detail and outstanding management of projects.

We are inviting a highly motivated, Vancouver based individual to join our team—someone who is passionate about helping organizations implement sustainability programs. We require someone who has outstanding project management and communication skills, and demonstrates strong attention to detail. Working directly with the company President, and liaising with colleagues and associates, the **Junior Sustainability Analyst** supports business operations, company marketing and contributes to client work.

We are offering ongoing part-time work (16-20 hours per week); with some work in our office in downtown Vancouver and some done remotely. Candidates ideally have their own current laptops equipped with MS Office and a mobile phone.

Junior Sustainability Analyst Duties and Responsibilities:

- Researching sustainable supply chain trends, best practices, and related issues.
- Tracking industry events, submitting conference speaking proposals and preparing presentations.
- Monitoring company email inbox and responding to inquiries.
- Monitoring public sector bid sites and identifying new project opportunities for the firm.
- Managing company software subscriptions and equipment.
- Maintaining a contact database, performing data entry and running reports.
- Social media posting and related marketing efforts (blog or newsletter drafting).
- Organizing thought-leader interviews, note-taking and summarizing research findings.
- Proposal and large document formatting.
- Supporting Project Managers in developing client deliverables such as policies, tools, action plans, reports, presentations, etc.
- Supporting and coordinating community impact events (e.g. Annual Beach Clean-up).

Required Skills and Qualifications

- Enrolled in or having a post-secondary degree in sustainability, business, or related disciplines.
- Knowledgeable about sustainability, responsible sourcing and circular economy principles.
- Extremely well-organized and capable of managing multiple projects and relationships.
- Excellent skills in developing presentations.
- Excellent verbal and written communication skills with full English fluency.
- Excellent research and analytical skills.
- Outstanding judgement and proven trustworthiness.
- Creative, curious, with a collaborative attitude and problem-solving working style.
- Independent worker and thinker.
- Proven skills with MS Office and other programs business software, including Microsoft 365, CRMs, and project management tools.

Desirable Skills and Experience

- Knowledge of procurement processes within private and public sector organizations.
- Direct experience working in a sustainability role within an organization or project.
- A network of contacts within the BC, Canadian or broader sustainability communities.
- Strong knowledge of sustainability supply chain risks.
- Talented in developing and managing relationships with potential clients and partners.
- Marketing experience and ability to use digital platforms and social media to promote projects (e.g. LinkedIn, MailChimp, WordPress).
- Design skills and ability to produce great looking reports, tables, and proposals.
- Strong diplomacy and ability to facilitate decision-making and consensus within groups.
- Ability to master and teach new software applications.
- Ability to work in French or Spanish.

This position offers a fantastic opportunity to make a significant contribution to the inner workings of a small consultancy and offers potential for career growth. It will expose the successful candidate to work on a wide variety of tasks related to business operations, marketing and client projects.

Reeve Consulting knows that diverse teams are strong teams. We welcome people of all identities, backgrounds and experiences. All qualified candidates are encouraged to apply, although Canadians and Permanent Residents will be given priority. Only those selected for an interview will be contacted. No phone inquiries please.

How to Apply

If you are interested in this opportunity, send your resume with a covering letter to info@reeveconsulting.com with "Application: Junior Sustainability Analyst" in the subject line. Applications received in any other form will not be considered.