

## Coordinator, Community Sustainability Programs

Job Title: Coordinator, Community Sustainability Programs  
Pay Grade: \$50,000 – \$55,000 commensurate on experience and qualifications  
Reports to: Director of Community Sustainability Programs  
Position type: Full-time  
Location: Eastern Ontario, remote office, must reside in National Capital Region for in-person events and outreach

### Job Summary

EnviroCentre is an Ottawa-based environmental not-for-profit that supports local residents, businesses and communities to find practical ways to reduce their environmental impact. Our four key impact areas are Green Homes, Green City, Green Lifestyle and Green Business. We have been working for more than twenty years to promote practical climate action and awareness in our local communities, and we are one of the leading local agencies in environmental action.

At EnviroCentre, we have a dynamic and engaged team of over 50 staff. We are a fully remote office and will provide the technology and tools to work effectively and collaboratively right from home. We offer competitive employment packages that include health benefits, a Communauto membership, and opportunities for training and professional development.

This position is ideal for a versatile and energetic individual who likes to be out in the community in a variety of settings, working and talking with the public, sharing information about the best ways to reduce carbon emissions and take action on climate. The ideal candidate is bilingual (FR/EN), has a strong interest in climate action, and can become a subject-matter expert in a range of sustainability topics in order to provide practical and high-quality information to our clients in a friendly and positive manner.

Reporting to the Director of Community Sustainability Programs, as Program Coordinator, you will work with a strong team to help plan and deliver various Sustainability Programs as required. You will provide public outreach supporting EnviroCentre's growing portfolio of climate action programs. An average day might include attending an outreach event, setting up a display, hosting an educational webinar, working with the team to plan event logistics, answering client questions or updating educational resources and content for physical or virtual distribution. As part of the Community Sustainability Programs team, you will contribute to planning outreach initiatives, building contacts and relationships with local partners and stakeholders, overseeing volunteers, and tracking project deliverables.

## **Job Duties**

- Plans and implements project logistics and activities, ensuring all project deliverables are met.
- Coordinates, oversees and delivers program-related activities, including online and in-person outreach and education.
- Manages data collection, analysis, and reporting related to contracts and projects.
- Works collaboratively with local partners and stakeholders in order to build relationships and identify opportunities for collaborative projects.
- Conducts research and stays abreast on topics related to community sustainability and specific program area expertise.
- Contributes to the development of grant applications and innovative outreach projects.
- Supports the team to develop creative outreach strategies and approaches.
- Supports the outreach needs of other EnviroCentre departments, as required.
- Ensures all outreach delivery maintains public health, sustainability, equity and inclusion policies and procedures as established by EnviroCentre.

## **Skills and Experience:**

- A minimum of two (2) years related professional or volunteer experience.
- Post-secondary education or equivalent professional experience in a related field, for example, environmental studies, behavioural science, and/or project management.
- Demonstrated experience with community outreach, events and/or educational outreach.
- Experience with Word, Excel, and Power Point is essential; knowledge of InDesign, Canva, or other multi-media design programs are an asset.
- Strong verbal, written, in-person and video-conference communication skills in English.
- Digital skills, workshop design and facilitation considered an asset.
- Introductory level project management skills, able to manage deadlines and effectively problem-solve.
- Excellent writing skills and ability to communicate ideas clearly.
- Knowledge of a diverse suite of community sustainability initiatives, including some understanding of residential waste diversion, lot-level stormwater management, sustainable transportation and/or green infrastructure is considered an asset.
- Experience in event planning, marketing and communications an asset.
- Comfortable talking with people from diverse backgrounds to share a wide range of sustainability solutions in a thoughtful and positive manner.
- Ability to multi-task and adapt to variable work tasks and schedules.

- Intermediate to advanced level of bilingualism (French-English) is required.
- Valid driver's license is required.

### **Working Conditions**

- EnviroCentre is a virtual workplace and will provide all necessary technology and IT support to ensure employees have the tools they require to effectively work from home.
- Frequent computer use.
- Lifting and bending is required in order to set up and manage booth and outreach supplies.
- Occasional evening or weekend work.
- Attendance at regular in-person events and virtual events throughout the Ottawa region.

### **In addition to competitive pay, we offer:**

- 35-hour work week and the ability to work flexible hours.
- A virtual workplace that supports work-life flexibility, combined with in-person events, occasional in-person group meetings and the opportunity to use a co-working space in downtown Ottawa or another convenient location.
- Starting 3 weeks paid vacation per year, plus paid office closure between Christmas and New Year and summer half-day Fridays.
- Health, dental and wellness coverage for you and your dependents
- Paid sick days, and additional time off for personal and care responsibilities.
- Caring, compassionate and supportive work environment that recognizes that work is one of the many responsibilities we have to prioritize in our lives.

EnviroCentre is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, provincial, or municipal laws. EnviroCentre is committed to a workplace where everyone can participate safely, freely and confidently. We encourage applications from individuals who identify as BIPOC (Black, Indigenous, Peoples of Colour) and/or members of equity-seeking groups.

EnviroCentre recognizes a diversity of backgrounds and experience. If you do not have the formal experience described but can meet the requirements of the role and are willing to learn, we encourage you to apply and make your case in your cover letter. We are interested in a diverse team, and we are willing to train the right person.

EnviroCentre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to

be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

### **How to apply**

Application Deadline: June 28, 2024

Anticipated start date: July 2024

Important: Please send your CV and Cover Letter to [info@envirocentre.ca](mailto:info@envirocentre.ca)

Please ensure your CV file (PDF) includes your first and last name and the reference number (Reference# EC202421)

Example: Firstname\_Lastname\_ EC202421.

Please also put the Reference# EC202421 in the subject line of your email.

*We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.*