

Outreach and Events - Summer Student

Job Title:	Outreach and Events – Summer Student
Compensation:	\$18 per hour
Reports to:	Program Lead
Position type:	Summer Student Contract, 30 hours/week, May – August 2026
Vacancy Status:	Summer Student Vacancies (2) for 2026
Location:	Ottawa and Eastern Ontario, remote office, must live locally in the National Capital Region for in-person activities

About us:

EnviroCentre is a leading regional provider of practical initiatives that reduce emissions and environmental impact in our communities. We have worked for 25 years in Ottawa and Eastern Ontario, scoping, designing, delivering and scaling initiatives in the areas of home energy efficiency, sustainable transportation, green infrastructure, and waste reduction. We are a thriving not-for-profit social enterprise, committed to supporting our region to reduce our impact in meaningful, equitable and sustainable ways.

We are seeking an enthusiastic, independent people-person who is passionate about sustainability and community engagement. The Outreach and Events Summer Student will support the planning, coordination and delivery of outreach initiatives across all EnviroCentre programs. This role also contributes to communications efforts to help promote programs and events. We are seeking two summer students – one will focus on Community Sustainability Programs (sustainable transportation, green infrastructure, waste/circular economy) and one will focus on our energy programs, primarily Energy Affordability Programs. If you prefer to be considered ONLY for the Community Sustainability Programs OR the Energy Affordability Programs, please indicate that preference in your cover letter.

Job Summary

The Summer Student will play an important role in supporting EnviroCentre’s various programs and projects. You will work with Project Leads and Coordinators to deliver program-specific community engagement with the goal of boosting the impact and ensuring the success of the given program. This position offers an excellent opportunity to develop practical experience in community engagement, program support, and communications across multiple program areas.

To effectively perform the duties of this role, candidates must be based in the Ottawa area (National Capital Region) to conduct in-person outreach, attend events and participate in team meetings.

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Key Responsibilities

- As part of a team, supporting the coordination and delivery of outreach events across Community Sustainability Programs and/or Energy Affordability Programs. .
- Ensuring successful execution of outreach initiatives by adhering to established work plans.
- Assisting in planning and managing outreach event logistics, including coordination, setup, clean up, data collection, data analysis, and evaluation.
- Engage with community members and partners during events to increase program awareness and participation.
- Assist in the distribution of outreach materials and resources.
- Provide general logistical and administrative support for outreach and events.
- Assist with social media posts related to outreach and events, including taking photos or videos at events.
- Other tasks as assigned and required.

Qualifications

- Post-secondary students and/or recent graduates are encouraged to apply. The ideal candidate is a student studying Environmental Studies, Communications, Sustainability, Green Infrastructure, Building Science, Environmental Science or a related field.
- Bilingual (English/French) is a strong asset and highly preferred for the Energy Programs.
- Interest in or experience with community engagement, event coordination, outreach and/or project support.
- A positive attitude and excellent written and verbal communication skills.
- Excellent organizational abilities, attention to detail, and the ability to manage multiple tasks.
- Proficiency in Microsoft Office and tech-savviness.
- Access to and ability to ride a bicycle or other active transportation device (e.g., e-bike, e-scooter) would be considered an asset for supporting the Community Sustainability Programs team

Note: We do not use artificial intelligence (AI) tools to support the screening and evaluation of applications for this position.

Position Requirements

This position is made possible through the support of the Canada Summer Jobs Program, and as such, it is a requirement of this position that the individual hired must:

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Note: *Proof of the above qualifications may be requested at a later time.*

EnviroCentre working conditions include:

- A virtual workplace where all necessary technology and IT support will be provided.
- Frequent in-person outreach events.
- Regular in-person team meetings.
- A passionate team of environmental leaders who lead by example and are proud to be contributing to Ottawa's Climate Targets.
- Work may be conducted outdoors in varying weather conditions.
- Frequent evening or weekend work.
- Travel is required within the Ottawa region.
- Frequent bending and lifting will be required, up to 50 pounds.

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, colour, 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 experiences. 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 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

Interested candidates should submit their resume and a cover letter detailing their relevant experience and qualifications. **Please indicate which stream you are most interested in, in your cover letter and email (Community Sustainability Programs or Energy Programs).**

Application Deadline: March 29, 2026

Anticipated start date: May 2026

Important:

Please send your resume and cover letter in one document to info@envirocentre.ca

Please ensure your resume file (PDF) includes your first and last name and the reference number (Reference# EC202606)

Example: Firstname_Lastname_EC202606.

Please also put the Reference# EC202606 in the subject line of your email.

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