

## Community Outreach Assistant

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<b>Job Title:</b>	Community Outreach Assistant
<b>Salary Range:</b>	\$37,000 - \$42,000 annually
<b>Position Type:</b>	1-year term position, full time (37.5 hours/week)
<b>Reports to:</b>	Manager, Community Outreach and Engagement

### Summary

EnviroCentre brings environmental change to life by offering people, organizations and communities practical solutions to lighten their environmental impact in lasting ways. With a focus on greenhouse gas reduction, we concentrate our efforts in three areas:

- Healthy, efficient homes
- Connected, environmentally aware organizations
- Engaged, sustainable communities

### Overview of the Position

The Community Outreach Assistant will assist with the coordination of EnviroCentre's education, outreach and community initiatives. Their core function will include organizing logistics for our monthly educational seminars, responding to invitations to, and coordinating logistics for community events/trade shows. The successful candidate will work as part of the Community Outreach and Engagement team by assisting with administrative tasks, community outreach, research, and data collection.

### Job Duties

- Assists with administrative tasks related to outreach and educational activities
- Assists with coordinating of events
- Attends events and promotes EnviroCentre program and services
- Assist with tracking event participation, deliverables, and activities
- Assists with the maintenance of inventory, materials, and stock pertaining to outreach and education activities, in collaboration with program coordinators and/or leads
- Collaborates with other managers and program leads in order to remain up to date and informed about EnviroCentre's other program areas
- Assists with the development of program information for web, print and social media
- Provides customer support to clients that walk-in, email and/or phone, related to general enquiries
- Supports eWaste collection, including promotion, organization, and pick-ups
- Assists with research, as directed
- Participates in internal EnviroCentre committees and activities which support broader organizational objectives
- Works in accordance with applicable health and safety legislation, policies and procedures
- Other duties as required

### Job Requirements (Education, Experience, Skills and Knowledge)

- Post-secondary education in a related field or equivalent professional experience



- Minimum of 1 year professional and/or volunteer experience in outreach and/or event planning/coordination
- Strong verbal and written communication skills
- Excellent time management skills
- Experience with Microsoft Office essential
- Bilingualism a strong asset
- Comfortable cycling on road a strong asset
- Driver's license an asset
- A general understanding of sustainability and environmental issues.

## Competencies

- Ability to focus on client service and excellence
- Ability to multitask and solve problems with practical solutions.
- Ability to work independently and be self-directed.
- Strong verbal, written and interpersonal communication skills as well as the ability to work within a team.

## Working Conditions

- Office environment with frequent computer use.
- Lifting materials and equipment.
- Evening and weekend work occasionally required.
- May require attendance at offsite meetings and/or events.
- May require overtime.

EnviroCentre is an equal opportunity employer. We recognize the importance of a diverse workplace and encourage applications from all qualified candidates including women, members of visible minorities, persons with disabilities, and aboriginal peoples. EnviroCentre is also 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.

## To Apply

Please submit your cover letter and CV to [hr@envirocentre.ca](mailto:hr@envirocentre.ca) or in person at EnviroCentre, 366 Rideau Street. **Note:** If a CV is dropped off in person, please also send an electronic copy.

### Closing date:

**Sunday, February 26 at 11:59 pm**

### Anticipated start date:

Immediately

### Important:

Please ensure your cover letter and resume are combined into a single PDF file that includes your first and last name and the reference number CP10002 in the title (ex. Jane\_Doe\_CP10002.PDF). Please also put the reference number CP10002 in the subject line of your email.

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

