

Community Sustainability Programs Outreach Assistant

Job Title: Community Sustainability Programs Outreach Assistant

Salary: \$20/hr

Position Type: Four month contract (June – September 2021), full time (35 hrs/week)

Reports to: Communications Manager

Job Summary:

The **Community Sustainability Programs Outreach Assistant** is responsible for supporting research, development, coordination, implementation, and communications related to EnviroCentre's Community Sustainability Programs (CSP).

This position will work collaboratively with the Communications Manager and the Director of Community Sustainability programs to meet a variety of program needs. Current programs related to Sustainable Transportation, Waste Diversion, Sustainable Transportation and Green Lifestyles will be of priority.

Job Duties:

Support requirements

- Supports the plans and implementation of CSP project activities as required to ensure that all project deliverables are met.
- Prepares project implementation plans tracking sheets and other documentation.
- Attends on-line and in person events and meetings (if applicable and allowable through COVID19 public health guidelines).
- Coordinates program related outreach and promotion activities in collaboration with CSP Team.
- Supports the creation of communications materials (text, social media content, graphics, presentations) for CSP Programs.
- Works collaboratively with EnviroCentre Communications and CSP teams to ensure program deliverables are met.

Research

- Conducts research and stays abreast on topics related to community sustainability.
- Prepares and presents findings as required.

Other

- 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).
- Knowledge of community sustainability initiatives and/or equivalent expertise.
- Marketing and communications experience an asset.
- Experience in event planning an asset.
- Excellent time management skills.
- Experience with Word, Excel, and Power Point, essential.
- Knowledge of InDesign and Photoshop, an asset.
- Bilingualism.

Competencies:

- Analytical ability to 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:

- Home office environment with frequent computer use.
- Evening and weekend work may be required.
- Requires attendance at offsite meetings.

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, sex, 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 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 CV and a cover letter to info@envirocentre.ca by April 30th, 2021.

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