

## Outreach Coordinator, Community Sustainability Programs

Job Title:	Outreach Coordinator
Organization:	EnviroCentre
Location:	Remote office, Ottawa-based
Starting Salary Range:	\$45,000-\$55,000
Position Type:	Full time, permanent (40 hours/week)

### **Are you an experienced community outreach professional looking to apply your skills to local-level climate action?**

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.

EnviroCentre has an opening for an **Outreach Coordinator, Community Sustainability Programs**. 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 has a strong interest in climate action, and can become a versatile subject-matter expert in a range of sustainability topics to provide high-quality, easy-to-understand information to local residents.

### **What Will Your Typical Day Look Like?**

Reporting to the Director, Community Sustainability Programs, as Outreach Coordinator, you will work cross-departments and 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.

**Specifically, the Outreach Coordinator, Community Sustainability Programs, will be responsible for the following key functions:**

### Outreach planning and delivery

- Plans and implements project logistics and activities, ensuring all project deliverables are met.
- Coordinates, oversees and delivers program-related outreach and promotion activities, including online and in-person outreach and education.
- Supports project volunteers, including recruiting, training, evaluation and recognition.
- Coordinates work conducted by subcontractors, including procurement, issuing purchase orders, and monitoring the quality of the work.
- Works collaboratively with local partners and stakeholders in order to build relationships and identify opportunities for collaborative projects.

### Knowledge-building

- 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.
- Collects and tracks data pertaining to project activities and deliverables and presents in project reports

### Other

- Supports the outreach needs of other EnviroCentre departments, as required.
- Ensures all outreach delivery maintains public health, sustainability, equity and inclusion policies and procedures established by EnviroCentre.

### Skills and Experience:

- A minimum of two (2) years related professional experience.

- Post-secondary education in a related field, or equivalent professional experience.
- Demonstrated experience with community outreach, events and/or educational outreach.
- Experience with Word, Excel, and Power Point, essential; knowledge of InDesign, Photoshop, or other multi-media design programs an asset.
- Strong verbal, written, in-person and video-conference communication skills in English essential; Digital skills and workshop design and facilitation considered an asset.
- Knowledge of a diverse suite of community sustainability initiatives, including some understanding of sustainable transportation and/or electric vehicle promotion.
- Experience in event planning, marketing and communications an asset.
- Ability to multi-task, adapt to variable work tasks and schedules.
- Bilingualism (French-English) preferred.
- Valid drivers license 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.
- Some lifting and bending required.
- Occasional evening or weekend work.
- Attendance at regular in-person events and virtual events throughout the Ottawa region.

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.

**Closing date:** Wednesday, December 8

**Anticipated start date:** January 2022

**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# EC202114)  
Example: Firstname\_Lastname\_EC202114.  
Please also put the Reference# EC202114 in the subject line of your email.

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