

JOB POSTING

Clean Tech and Sustainability Coordinator

Job Title: Clean Tech and Sustainability Coordinator

Start Date: September 2019

Compensation: \$20/hr for 30 hours/week for a 7 month commitment.

Summary: The Coordinator's role is to support sustainability programs for Sustainable Eastern Ontario. This includes planning, coordinating and implementing sustainability activities and projects in English and French throughout the region.

Tasks

1. Provide program leadership and workshop facilitation
2. Coordinate activities and workshops related to renewable energy, sustainability, energy efficiency, clean technology alongside staff and volunteers
3. Support STEM-related content for web, social media, and other media partners.
4. Support the Ottawa Energy Collective Impact process that supports energy efficiency and renewable energy throughout Ottawa.
5. Provide administrative support for the organization, including program and operations support
6. Perform other related duties as necessary

Knowledge

- In-depth knowledge of climate change and sustainability
- Strong understanding of non-profit volunteerism and leadership or a willingness to build capacity in this area
- Knowledge of partnership development and program management
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Skills & Abilities

- Bilingual: Must be able to communicate in both English and French and comfortable giving presentations in a Francophone environment.
- Communication: effective reading, writing, speaking, and active listening skills over the telephone, video chat, e-mail, or in person
- Critical thinking and problem solving: can identify complex problems and analyze large amounts of information to evaluate and develop solutions
- Organization, coordination, and time management: able to develop goals and plans to accomplish them within allocated budget and timeline
- Management and leadership: able to monitor, motivate volunteers as well as develop a cooperative and engaging company culture with other staff
- Negotiation: can resolve conflicts and communicate messages in a persuasive manner
- Networking and interpersonal: able to build and maintain trusting and cooperative working relationships with both internal and external stakeholders
- Technological: familiar with computers and computer systems including internet, email, messaging apps, Microsoft Office and Google Suite
- Creativity and adaptability: developing, designing, or creating new ideas, relationships, systems, or products

Other

- Motivated, self-starter able to work independently
- Passionate about climate action, sustainability, and the environment
- Qualify for a wage subsidy program as outlined below
- This position may be shared with a partner organization, slight modifications of duties may be involved.

Qualifications:

- Post-secondary students and graduates
- No more than 30 years of age at the start of the internship
- Canadian citizens, permanent residents or persons granted refugee status in Canada*
- Legally allowed to work according to the relevant provincial and Canadian legislation and regulations
- Not receiving employment insurance during their internship
- Available to work for at least six months
- Not previous participants of a federal youth employment program
- Not employees of the hiring employer prior to the start of their internship (does not apply to previous coop students or student interns)