

Coordinator, Community Sustainability Programs

Job Title:	Coordinator, Community Sustainability Programs
Pay Grade:	\$52,100 to \$62,100
Reports to:	Director of Community Sustainability Programs
Position type:	Full-time
Location:	Ottawa and Eastern Ontario, remote office, must be available to attend in person events and outreach in the National Capital Region.

About the Organization

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.

At EnviroCentre, we have a dynamic, growing, and engaged team of over 60 staff. We are a fully remote office and will provide the technology and tools to work effectively and collaboratively right from home. We offer competitive employment packages that include health benefits, a Communauto membership, and opportunities for training and professional development. We approach our work with a collaborative mindset and our growing team values everyone's contributions and ideas. We provide excellent working conditions with flexible hours.

Mindful of the steep pathway to net-zero emissions in our region, we are looking to grow our impact through innovative, effective initiatives across Eastern Ontario.

Job Description

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, and sharing information about the best ways to reduce carbon emissions. The ideal candidate is bilingual (FR/EN), has a strong interest in climate action, and can become a subject-matter expert in a range of sustainability topics to provide practical and high-quality information to our clients in a friendly and positive manner.

Reporting to the Director of Community Sustainability Programs, you will work with a strong team to help plan and deliver projects, programs, and public outreach related to green infrastructure (trees, tiny forests, urban gleaning, stormwater management, rain gardens), waste (diversion, circular economy) and/or sustainable transportation (cycling, walking, transit). An average day might include attending an outreach event, setting up a display, hosting an educational webinar, planning 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.

Key Responsibilities:

- Plans and implements project logistics and activities, ensuring all project deliverables are met.
- Coordinates, oversees, and delivers program-related activities, including online and in-person outreach and education.
- Manages data collection, analysis, and reporting related to contracts and projects.
- Works collaboratively with local partners and stakeholders in order to build relationships and identify opportunities for collaborative projects.
- 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.
- Supports the outreach needs of other Community Sustainability Programs and EnviroCentre departments, as required.
- Ensures all outreach delivery maintains public health, sustainability, equity and inclusion policies and procedures established by EnviroCentre.
- Performs other duties as required.

Skills and Experience:

- A minimum of two (2) years related professional or volunteer experience.
- Post-secondary education or equivalent professional experience in a related field, for example: Environmental Science/Studies, Urban Planning, Engineering, Sustainable Forestry, Landscape Design, Waste Management, Transportation Demand Management, Public Policy Administration, etc.) or demonstrated equivalent experience.
- Knowledge of or experience in green infrastructure, urban trees/forests, lot-level stormwater management, residential waste diversion, circular economy, sustainable transportation, or transportation demand management.
- Demonstrated experience with community outreach, events and/or educational outreach.
- Intermediate to advanced level of bilingualism (French and English) is required.
- Strong verbal, written, in-person and video-conference communication skills in English; digital skills and workshop design and facilitation considered an asset.
- Introductory level project management skills, able to manage deadlines and effectively problem-solve.
- Experience with Word, Excel, and Power Point, essential
- Experience in event planning, marketing and communications an asset.
- Comfortable talking with people from diverse backgrounds to share a wide range of sustainability solutions in a thoughtful and positive manner.

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- Ability to work on multiple projects simultaneously and adapt to variable work tasks and schedules.
- A valid driver's license is required.

Working Conditions

- EnviroCentre is a virtual workplace and will provide the necessary technology and IT support.
- Part of a passionate team of environmental leaders who lead by example and are proud to be contributing to Ottawa's Climate Targets.
- Home-office environment with frequent computer use.
- Perform physical tasks, including lifting, carrying, and moving materials, as well as bending, standing, and working in various outdoor and indoor environments as needed. Outdoor work may include tree planting and site preparation tasks that involve handling heavy materials and equipment.
- Occasional evening or weekend work required.
- Attendance at regular in-person events and virtual events throughout the Ottawa region.

In addition to competitive pay, we offer:

- 35-hour work week and the ability to work flexible hours.
- A virtual workplace that supports work-life flexibility, combined with in-person events, occasional in-person group meetings, and the opportunity to use a co-working space in downtown Ottawa or another convenient location.
- Starting 3 weeks paid vacation per year, plus paid office closure between Christmas and New Year and summer half-day Fridays.
- Retirement Savings Plans (RRSP) with company contribution equivalent to up to 5% of your base salary per year.
- Health, dental, and wellness coverage for you and your dependents.
- Paid sick days, and additional time off for personal and care responsibilities.
- A caring, compassionate, and supportive work environment that recognizes that work is one of the many responsibilities we have to prioritize in our lives.

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 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 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.

How to Apply

Interested candidates should submit their resume and a cover letter detailing their relevant experience and qualifications, and what their preferred focus area is – Green infrastructure, Waste, or Sustainable Transportation.

Application Deadline: **March 16, 2025**

Anticipated start date: **April 2025**

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# EC202506)

Example: Firstname_Lastname_EC202506.

Please also put the Reference# EC202506 in the subject line of your email.

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