



Ecology Action Centre

PART- and FULL-TIME EMPLOYMENT

Making Tracks Project Officer
Ecology Action Centre, Halifax, Nova Scotia

ORGANIZATION

The Ecology Action Centre, established in 1971, is Nova Scotia's largest and most active environmental organization. We work on sustainable transportation, marine, coastal and water, wilderness, the built environment, sustainable food production, climate change and alternative energy.

Part of the Transportation Issues Committee work involves encouraging active forms of transportation, such as walking and cycling, among children and youth. The Making Tracks program is one of the core programs of the EAC used to support this goal.

Working under the supervision of the Making Tracks Coordinator the Making Tracks Project Officer will assist in expanding the reach of the Making Tracks active transportation safety and skills training program throughout Nova Scotia. Specifically, the Project Officer will provide leadership training and support to key partners across Nova Scotia to build capacity within communities to train youth and children in active transportation safety and skills.

RESPONSIBILITIES

- Deliver Making Tracks leader training sessions for various partners including recreation centres, schools and community groups
- Deliver Making Tracks sessions directly to children and youth as required
- Prepare and maintain training materials and sessional information
- Administer equipment and loans, including care and maintenance
- Keep accurate records and reports of sessional information
- Maintain relationships and provide support to partners as required
- Participate in leader training and professional development opportunities as required
- Provide other project support to the Making Tracks Coordinator as required
- Complete regular office administrative duties as required
- Act as an ambassador for the Making Tracks program and the work of the EAC
- Assist in promoting and implementing EAC active transportation projects as required
- Participate in and support the overall work of the Ecology Action Centre

QUALIFICATIONS / SKILLS REQUIRED

- Experience as a teacher or leader delivering programs to young adults, youth and children
- Knowledge of and engagement in active transportation issues
- Competent and knowledgeable of cycling and pedestrian safety and skills
- Computer literate in Word, Excel, internet and email
- Experience in working with and providing support to school and youth-serving organizations
- Strong time and project management skills

- Organized and experienced with file and data management and evaluation tools
- Strong interpersonal communication and public speaking skills
- Ability to work well independently and as part of a team
- Available evenings and weekends and willing to travel regularly within NS (valid driver's license)

QUALIFICATIONS / SKILLS DESIRED

- Competent and knowledgeable of any of the following: skateboarding, scootering and in-line skating safety and skills
- Experience working with underserved individuals and groups
- Experience working in non-profit, volunteer-driven environments
- Degree and/or relevant experience in the fields of education, community development, health, recreation or other related fields

TERMS OF EMPLOYMENT

This is a part-time position (22.5 hours/week) beginning January 2015 and running until late August when it is possible for it to turn into a full-time one-year contract position (37.5 hours/week), pending confirmation of funding. Wage is \$18/hour and includes a cost-shared health benefits plan and four weeks paid vacation.

Location: This position is based out of the Ecology Action Centre's office in Halifax.

TO APPLY

Email, as one document, a cover letter, resume (of no more than 2 pages) and three current references (including both work and character references) to the following:

Julian West, Making Tracks Coordinator
Ecology Action Centre
mt@ecologyaction.ca

Application Due Date: 4pm, Friday, December 5, 2014

The Ecology Action Centre is committed to employment equity and encourages applications from traditionally underrepresented groups such as women, visible minorities, First Nations, and persons with disabilities. Diversity is a stated value of EAC, and is a strength that we seek to cultivate within our community. It is the responsibility of every employee of EAC to foster a culture that embraces and promotes diversity.

No calls please. We thank all applicants for their time and interest, however only candidates chosen for an interview will be contacted.