

Job Posting

Tucker House Renewal Centre

Sustainability Coordinator

Job Title: Sustainability Coordinator

Start Date: May 2019

Compensation: \$19/hr for 30 hours/week for an 8 month commitment.

Summary: The Coordinator's role is to ensure that Tucker House achieves its mission to inspire sustainable living. This includes planning, coordinating and implementing sustainability activities and projects.

Tasks

1. Provide operational program leadership for Tucker House, including supporting volunteers
2. Coordinate activities related to sustainability, energy efficiency, clean technology, and educational workshops alongside staff and volunteers
3. Direct and/or conduct research on issues affecting areas of responsibility, including Clean Technology collaboration and STEM programs at Tucker House
4. Represent and promote the organization by leading workshops, writing articles, or presenting information at meetings or events
5. Provide administrative support for the organization, including program and operations support
6. Performs other 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

- 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

Qualifications:

- Post-secondary 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