



Community Outreach Manager Job Description

Environment Lethbridge is a nonprofit organization that works to encourage community action towards sustainability. Our three key focus areas are waste reduction, food sustainability and climate change and energy. Learn more about Environment Lethbridge on our website: www.environmentlethbridge.ca

About the position:

The Community Outreach Manager will be responsible for the design, delivery and success of Environment Lethbridge's community education and engagement programs. The successful candidate will have experience and understanding of program development, project management and creating sustainable behavior change.

Hours of work: 35 hours per week

Salary: \$27.50/hr

Location: Based from Environment Lethbridge's office in downtown Lethbridge.

Start date: April 1, 2019

Key Responsibilities:

- Develop and deliver community outreach programs including the Green Challenge, Reuse Rendezvous, Environment Week and others;
- Develop and deliver project plans ;
- Create key indicators and track results;
- Oversee and support staff and summer students;
- Communicate with the public through the media, by developing newsletter and website content, and through social media;
- Engage with community members to promote waste reduction, food sustainability and climate change and energy; and
- Work closely with volunteers and community organizations.

Key Qualifications:

- Demonstrated knowledge and understanding of environmental sustainability, climate change and related issues;
- Demonstrated experience managing and delivering outreach programs; and
- Experience working in a nonprofit environment including the leadership of staff and volunteers and the development of partnerships.

Supporting Qualifications:

- Post secondary degree in urban planning, public policy, geography, environmental science, community development, biology, environmental science, communications or a related field;
- Three to five years of professional experience related to sustainability, climate change or environmental issues
- Experience in the use of technology and computer software, including Microsoft Office (Word, Excel, PowerPoint), graphic design (Canva or Adobe), and social media (Facebook, Twitter, Instagram);
- Professional and interpersonal skills necessary to work effectively with project stakeholders and a wide

range of people and diverse groups;

- Ability to approach projects in an entrepreneurial manner, with strong creative and critical thinking and problem solving skills; and
- Ability to work independently and as part of a small team in a challenging, fast-paced environment.

This is a 12 month term position with the possibility of extension depending on funding.

To apply, please email your resume and cover letter as a single PDF file to info@environmentlethbridge.org by midnight MST on February 28, 2019.