



Community Programs Coordinator 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 Programs Coordinator will be responsible for delivering community programs that encourage and support residents to adopt sustainable behaviours. The successful candidate will have experience delivering environmental outreach or similar programs and with communicating with the public.

Hours of work: 35 hours per week

Salary: \$24.00/hr

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

Start date: April 8, 2019

Key Responsibilities:

- Work with residents to encourage the adoption of behaviours that reduce greenhouse gas emissions, particularly through the Green Challenge;
- Write and share stories about successes achieved by local residents for traditional and social media;
- Represent Environment Lethbridge at community events;
- Research and develop tools and materials to inspire local residents to take action on issues such as climate change and energy efficiency;
- Organize public workshops;
- 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 using communications tools to educate and engage; and
- Experience working in a nonprofit environment.

Supporting Qualifications:

- Post-secondary education in environmental science, environmental sustainability, environmental education, community development or a related field;
- Experience working with the general public and volunteers;
- 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);

- Strong writing, speaking and presentation skills;
- Well organized and detail oriented;
- Able 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.