



Outreach 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, green energy and climate resilience. Learn more about Environment Lethbridge on our website: www.environmentlethbridge.ca

About the position:

The Outreach Coordinator will be responsible for outreach that connects the community to local climate action and resilience. A particular focus for this position will be engaging at the neighbourhood level around community climate resilience and green infrastructure projects. The successful candidate will have experience with and be interested in climate change and local environmental issues.

Hours of work: 32 hours per week

Salary: \$24/hr

Location: Flexible. Hybrid or remote options available, must be available to deliver workshops and programs within Lethbridge.

Start date: By September 18, 2023

Key Responsibilities:

- As part of the Environment Lethbridge team:
 - Engage in outreach through community events, pop-up engagements, or public workshops
 - Assist Environment Lethbridge in the organization and delivery of workshops related to climate anxiety and individual preparedness
 - Support neighbourhood climate resilience by engaging with community members and organizations to encourage increased social connectedness through local projects.
- Collect local stories about climate resilience to increase local climate literacy.
- Communicate with the public by developing newsletter and website content, and through social media;
- Engage with community members to promote waste reduction, green energy, and climate resilience;
- Work closely with volunteers and community organizations.

Key Knowledge and Skills:

- Demonstrated interest and understanding of environmental sustainability, climate change and related issues;
- Experience with public outreach through events, public speaking, or other forms of engagement.

Supporting Knowledge and Skills (nice to have, but not essential):

- Enrolled in a post-secondary degree program in urban planning, public policy, geography, environmental science, community development, biology, environmental science, communications or a related field;
- Experience with public speaking and online communications;
- Experience working with community stakeholders and a wide range of people and diverse groups;
- Experience working for a nonprofit organization;

This is a 13 week term position. As a condition of funding, applicants must be between the ages of 15 and 30 and be legally allowed to work in Canada.

To apply, please email your resume and cover letter as a single PDF file to info@environmentlethbridge.org by midnight MDT on September 10, 2023.