



Circular Economy Coordinator Job Description

Environment Lethbridge is a nonprofit organization that works to inspire community action towards sustainability. Our current focus areas are climate action, water conservation, green neighbourhoods, and waste reduction. Learn more about Environment Lethbridge on our website: www.environmentlethbridge.ca

About the position:

The Circular Economy Coordinator will be responsible for the design and delivery of Environment Lethbridge's circular economy programs. A particular focus during the term of this position will be in creating opportunities for Lethbridge residents to reduce waste by reducing, reusing, and repairing items and by expanding online and physical resources throughout the community to support those opportunities.

Environment Lethbridge works to ensure a strong and diverse mix of expertise, experience, skills, and backgrounds throughout our organization. Through our recruitment and selection process, we will seek to advance and maintain diversity based on professional experience, geography, age, gender identity, sexual orientation, race/ethnicity, Indigenous representation, and ability.

Hours of work: Average of 20 hours per week

Compensation: \$28/hr, plus 3 weeks holidays per year (pro-rated)

Work Location: Flexible. Hybrid or work-from-home options available, must be available to deliver workshops and programs within Lethbridge.

Start date: May 2025

Key Responsibilities:

- Develop and deliver events and workshops such as repair cafes and swap events for Lethbridge residents
- Develop and maintain an online directory for circular economy resources in Lethbridge
- Support the expansion of sharing economy infrastructure such as Free Little Libraries, Community Play Boxes, and the Library of Things
- Develop and deliver information sessions and public workshops;
- Create key indicators and track results;
- Support the delivery of other Environment Lethbridge programs;
- Communicate with the public by developing newsletter and website content, and through social media;
- Engage with community members to promote climate resilience, water conservation, and green neighbourhoods; and
- Work closely with volunteers and community organizations.

Key Qualifications (applicants with demonstrated experience in at least one of these areas are encouraged to apply):

- Demonstrated knowledge and understanding of environmental sustainability and related issues;
- Demonstrated experience delivering community outreach programs; or

Supporting Qualifications (applicants are encouraged to highlight relevant skills in these areas as part of their application):

- 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 or environmental issues;
- Experience with public speaking, graphic design (Canva), and online communications (social media, website);
- Experience working with community stakeholders, volunteers, and a wide range of people and diverse groups;
- Experience working or volunteering for a nonprofit organization; and
- Ability to approach projects in an entrepreneurial manner, with strong creative and critical thinking and problem solving skills.

This posting is for a term position beginning in May 2025 and running until the end of June 2026 (13 months) 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 on May 12, 2025.