

Environmental Program Coordinator

[Green Neighbours Network of Toronto](#)

Application deadline May 9 for June 6 start date.

SUMMER JOB - multiple positions available

Position: Environmental Program Coordinator

Type: summer job / age 30 & under

Organization: Green Neighbours Network of Toronto (GNN)

Location: applicants living in the Toronto area preferred

Term: 35 h/wk for 8 weeks starting June 6 2022 at \$16/h

Who we are

Green Neighbours Network of Toronto (GNN) is a grassroots community network of people and groups working to make Toronto greener, healthier, and more sustainable.

Role Description

We are seeking friendly, energetic individuals, passionate about environmental sustainability who will conduct research and raise public awareness about the means and benefits of reducing greenhouse gas (GHG) emissions at home and on the move. The individuals we seek will be organized, outgoing, detail-oriented, and reliable team players, as well as keen to take initiative and work independently. The role involves interacting directly with the public at events, on the street, and door-to-door.

Work will be in a neighbourhood in one of the following ridings: Etobicoke Centre, Parkdale-High Park, University Rosedale, Toronto Danforth. This is a Canada Summer Jobs position for youth 15 to 30 years of age.

Tasks

- Attend training and orientation sessions
- Meet regularly with organizing team volunteers to plan work schedule and evaluate progress
- Engage in positive interactions with the public in outdoor environments
- Work independently or in teams to talk with the public and conduct surveys
- Help prepare and distribute promotional materials and social media content to publicize message
- Connect with residents, groups, and associations in neighbourhoods at meetings, events, and door-to-door
- Keep accurate records of interactions and survey results
- Record data using an app on a cell phone or tablet
- Prepare reports using text, spreadsheets, graphs, and maps

Skills

- Excellent in English, additional languages an asset
- Friendly, enjoys interacting with the public

- Can motivate and organize
- Independent worker able to take responsibility, manage time, and show initiative
- Good listener and accurate note-taker
- Passion for the environment and community-building

Optional assets

- Lived experience in the local neighbourhood
- Environmental/sustainability education/background
- Experience in event planning and social media
- Experience with spreadsheets for organizing data

Outcomes

Help plan and execute a successful work schedule that engages the public at events, on the street, and door-to-door to achieve goals. All volunteers, neighbourhood participants, and co-workers have a great experience.

Orientation

You (as Environmental Program Coordinator) will work closely with, and be supervised by, volunteers on the GNN Canada Summer Jobs Planning Committee and the local neighbourhood green group. After an initial training period (paid), you will continue to be supported with direction, supervision, training, mentorship, and feedback by experienced volunteers from the local neighbourhood green group.

Time Commitment & Position Details

35 h/wk for 8 weeks starting June 6, 2022 at \$16/h. This is a Canada Summer Jobs position. You must be aged between 15 and 30 y. You do not need to be a student. You must be legally entitled to work in Canada. International students are not eligible. You must be able to work a flexible schedule that includes some evening and weekend hours.

Benefits

- Connect with passionate volunteers interested in making Toronto greener, healthier, and more sustainable.
- Learn about climate change and ways to make homes and neighbourhoods more sustainable.
- Work with a team to gain experience in public communication, leadership, client services and digital media.
- Flexible schedule.

How to apply

Please email your resume and a cover letter with CSJ2022 in the subject line to recruitment@gnntoronto.ca. Tell us why you are interested in this position and which riding (Etobicoke Centre, Parkdale-High Park, University Rosedale, or Toronto Danforth) you would prefer to work in and why. While GNN thanks all applicants for their interest, only those under consideration will be contacted for an interview. Application deadline May 9, 2022.

Who should apply

All qualified candidates are invited to apply. Living locally in or near the Toronto ridings of Etobicoke Centre, Parkdale-High Park, University Rosedale, and Toronto Danforth is an asset. GNN is an equal opportunity organization that is committed to inclusive, barrier-free recruitment. We welcome and encourage applications from members of equity seeking groups, including but not limited to, candidates who are racialized, indigenous, 2SLGBTQ+, people with disabilities, and newcomers. Accommodations are available on request for candidates taking part in all aspects of the selection process.