

Job Description Diversity Project Intern

Clean Air Partnership

The Clean Air Partnership (CAP) is a registered charity that works with community groups, governments, utilities, schools and businesses to develop and deliver local and community-based strategies to protect the environment and human health. CAP researches, educates, and provides information and strategies to ensure clean air, to reduce our local contribution to climate change and to protect people. Each of CAP's programs is specifically designed to reach a targeted segment of the community. For more information about CAP programs visit www.cleanairpartnership.org

Clean Air Partnership is committed to diversity and inclusion within their organization, and has signed on as a collaborative partner in the Environment & Diversity Project, an exciting collaborative initiative led by the Sustainability Network and designed to help the Ontario environmental NGO community consider, develop and implement strategies to better reflect and engage under-represented communities.

Diversity Intern Responsibilities

Reporting to the Director of Outreach Programs the Diversity Project Intern will focus on identifying and developing partnerships with diverse audiences and networks and be responsible for outreach, coordination and partnership development of two CAP programs (North-South Climate Exchange and 20/20 The Way to Clean Air Program). In addition, the Diversity Intern will also focus on identifying obstacles and opportunities to diversifying CAP board and staff.

Responsibilities will include:

- In consultation with supervisor, develop and implement workplan within associated timeline;
- Plan and implement all day-to-day details of the work plan including coordinating with other staff to ensure all logistical, communications, and other details are taken care of;
- Identify possible partnerships and develop an outreach plan to prioritize partnership development for each of the above mentioned CAP programs;
- Represent the project and liaise with community groups and other important stakeholders and partners;
- Attend and participate in Sustainability Network meetings and training sessions associated with the Diversity project;
- Identify obstacles faced by CAP and possible training needs CAP may require in order to achieve diversity goals;
- Assist in research and delivery of accurate and timely reports;
- Attend external events to represent the above projects and CAP, where necessary and appropriate;
- Track issues, challenges and progress and communicate these to supervisor in a timely manner;
- Conduct an organizational diversity audit/assessment;
- Work with other staff members and the Sustainability Network to develop a Diversity Action Plan for the organization; and

- Document and contribute to the evaluation of the organization's diversity effort.

Priority Skills

- Minimum undergraduate degree in environmental studies, evaluation, communications, or related field.
- Program planning, coordination, and delivery experience.
- Partnership development and networking experience.
- Proven ability to plan and attain short and long-term goals, multitask, work independently and in groups, and meet deadlines.
- Ability to tactfully work with and communicate with a wide range of individuals from diverse backgrounds.
- Ability to conduct oneself with a high degree of professionalism and diplomacy at all times.
- Excellent verbal and written communication skills, including strong analytical and writing capability and ability to synthesize complex information.
- Familiarity with environmental issues, air pollution and climate change.
- Excellent Internet abilities and computer skills in Word, Outlook, Excel, and Power Point.

Schedule

- Full time of 37.5 hours per week;
- 10 month contract;
- standard office hours Monday - Friday as pre-arranged with Supervisor plus potentially occasional evenings and weekends.
- Business casual dress and friendly team-oriented environment

Location: Toronto, Ontario

Compensation: \$32,000 – 35,000 per annum commensurate with experience.

This position is partially funded by the Ontario Trillium Foundation.

CAP is an equal opportunity employer and encourages applicants from visible minority, Aboriginal, immigrant, refugee and traditionally marginalized communities to apply.

To apply: Send your cover letter and resume to Sonia Dong, Diversity Project Manager, Sustainability Network, at sonia@sustainabilitynetwork.ca or by fax at 416-979-3936.

Only those candidates short-listed for an interview will be contacted. No phone calls please.