

Project Animator - Carbon Neutral Community and Diversity project

Community Environment Alliance (CEA) 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.

CEA is seeking an energetic young professional to help implement its Carbon Neutral Community (CNC) & Diversity Project. The goal of the CNC project is to educate, inspire, and engage residents and businesses in actions that help reduce individual – and the community’s carbon footprint to fight climate change. Key deliverables include recruiting “diversity ambassadors”, train them in EnergySmart action and then lead them to take the campaign at the neighbourhood level to seek pledges and action support; assisting with Community Characterization of a neighbourhood in Brampton; and creating CNC web portal with tools and support where individuals can register their Energysmart plan and action to measure the result of their action.

Position Responsibilities/Tasks:

Responsibilities related to the Carbon Neutral Community (CNC) & Diversity Project

- Assist in the development of outreach, recruitment, training and recognition plan to engage diverse communities
- Assist in implementing the community characterization plan with a small neighbourhood of Brampton
- Hold community focus group sessions to understand people's interest and need, train the “community thought leaders” and provide them support during and after their training
- Create CNC web portal with interactive tools and support
- Develop and Integrate ‘CNC Tracker’ on the website
- Develop the portal as a public education tool on Carbon Neutrality
- Recruit, train and coordinate 'diversity ambassadors' for the EnergySmart project
- Develop and implement promotional plan for the project
- Give presentation and information sessions to businesses, media and in the community
- Document the initiative through electronic and print means
- Blog, YouTube, Facebook, Twitter and create a buzz about the initiative and engage people through various means in participation and expansion of networks
- Track web hits, and project success
- Gather feedback from community

Responsibilities related to CEA’s overall Environment & Diversity Project initiative:

- Work with other staff members and the Sustainability Network to develop a Diversity Action Plan for the organization
- Conduct an organizational diversity audit/assessment
- Document and contribute to the evaluation of the organization’s diversity efforts

Qualifications:

- Proficiency in English (written and spoken)
- Experience in website development
- Experience in web development using relevant web applications including flash, php C++, MySQL and others; creating effective web content

- Positive attitude and creative spirit
- Ability to multitask and handle stress of deadline
- Excellent interpersonal skills
- Proficiency in public speaking and/or giving presentation
- Demonstrated experience in outreach, engagement, animation
- Experience in communications, marketing and media relations an asset
- General environmental knowledge
- Ability to work flexible hours including some weekends.
- Positive attitude and ability to multitask within deadlines

Applicants must fulfill the following eligibility requirements:

- Ability to work flexible hours including some weekends and nights
- Possess valid driver's license, a car and be willing to travel

This position is partially funded through the Ontario Trillium Foundation and the Youth Eco Internship Program (YEIP)*. YEIP places unemployed people aged 15 to 30 from diverse backgrounds into paid internship opportunities within the non-profit and community services sector in Canada with a focus on the environment. These positions, offered in a wide range of organizations, will help young Canadians learn the skills required to gain and sustain future employment within the sector.

The YEIP encourages applicants from visible minority, Aboriginal, immigrant, refugee and traditionally marginalized communities to apply, and is committed to providing employment supports wherever possible.

*Please note that only those eligible for the Youth Eco Internship Program can be considered for these positions. More information at <http://www.yeip.ca>

To apply: fill in application at www.yeip.ca and indicate your interest in working with Community Environment Alliance and 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.