

Grassroots Coordinator Position with Sierra Club Ontario (SCO)

Sierra Club Ontario (SCO) 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.

SCO is seeking an individual who will focus their work on SCO's core operations. SCO is looking to hire a young professional who will work closely with and report to the SCO Chapter Coordinator and learn all aspects of this environmental NGOs functions and activities, with the ultimate goal of becoming Chapter Coordinator in mid 2010. The current Chapter Coordinator will be leaving Sierra Club employ at that time to pursue an educational opportunity. The position will be based in SCO's office in downtown Toronto.

Responsibilities related to the overall Environment & Diversity Project initiative

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

Qualifications:

- Proficiency in English (written and spoken)
- Computer and research skills
- Ability to multitask
- Excellent interpersonal skills
- Demonstrated experience in outreach, engagement, animation
- Experience in communications, marketing and media relations an asset
- General environmental knowledge

Salary: \$25,000 over 10 months

SCO Chapter Coordinator Job Description:

The Chapter Coordinator reports to the Chapter Director. The Chapter Coordinator works with the Director and with the volunteer leaders of the SCO to coordinate and carry out the administrative, fund-raising and campaign programs of SCO.

Additional responsibilities include the recruitment and training of volunteers, through a comprehensive program of contact with, feedback from, effective placement and supervision of, and incentives for, all SCO volunteers.

The Chapter Coordinator has primary responsibility for maintaining the SCO office and for the administrative functions of SCO, with volunteer assistance.

Job Functions:

To work with the SCO Executive Committee, the Chapter Director and volunteers to carry out the SCO fund-raising program, based on the conservation campaigns and other goals.

To assist the Chapter Director as necessary to research and develop some aspects of grant and foundation proposals for SCO.

To work closely with the volunteer conservation chair and committee to support the research, development, execution and evaluation of focused conservation campaigns for SCO.

To support the volunteer membership committee in terms of helping to coordinate membership research surveys, membership database management, new member program development, and program management of all areas of membership service, membership drives, donations, volunteer recruitment and training, volunteer placement, community outreach opportunities and special events.

Be familiar with all Sierra Club Canada policies and adhere to them.

Accountability & Reporting:

The Chapter Coordinator will report to the Chapter Director and shall be expected to participate in SCO committees and/or liaise with all SCO committee chairs and other volunteers on a regular basis.

This position is partially funded by the Ontario Trillium Foundation.

SCO 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.