

PROGRAM IMPACT SUPPORT STAFF



Job Posting

DATE POSTED: 17 May 2022

EMPLOYMENT: Contract, 8 weeks at 35hrs/week (280 hours total)

SALARY RANGE: \$17 per hour + Work from Home Stipend

LOCATION: Remote, anywhere in Canada. Must be able to work within GCC's core working hours of 11am-3pm EST

APPLICATION DEADLINE: 12 June 2022, 5 pm ET

START DATE: 4 July 2022

END DATE: 26 August 2022

CANADA SUMMER JOBS REQUIREMENTS: Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, youth aged 15 to 30

Organizational Background:

Sustainable and climate-ready communities are needed. We know this need is urgent. At Green Communities Canada (GCC), our work moves beyond the question 'why' and focuses on collaborative solutions to the challenge of 'how'. GCC has been leading a community-based climate action movement for more than 25 years, working together with our members from across the country to advance transformative, equitable, and lasting change.

As a membership-based organization, our mission is to connect community-based climate action groups through a national network to share resources, co-design innovative programming, and elevate the collective impact of GCC members. GCC's current program areas of focus are home energy efficiency, green infrastructure, and active transportation.

The Position:

Green Communities Canada seeks a Program Impact Support Staff to work alongside our Green Infrastructure and Administrative Teams to support strategic program development as well as impact assessment and communication.

Key Responsibilities:

This position will lead activities focused on the following themes:

- **Strategic Program Development:** Contribute to ongoing grant research, and grant development for Green Infrastructure related projects. This position will also assist with the review, consolidation, and revitalization of past program resources.
- **Grant Reporting:** Assist with the review of reports from GCC members and track grant metrics for integration into final grant reporting.
- **Impact Assessment:** Contribute to the development of organization- and membership-wide impact metrics and evaluation reports. They will also support the

development and review of data collection tools to assist with future program and membership evaluation and surveying activities.

- **Communications support:** Support communications staff to develop content such as blog posts, social media posts, and newsletters for our three program areas (active transportation, energy efficiency, and green infrastructure).

Qualifications & Attributes:

- Excellent communications skills (both verbal and written)
- Experience creating and managing online content for websites
- Competency with Office, virtual work platforms, and Google programs
- Comfort communicating via e-mail and telephone
- Well organized, manages time well, and has strong attention to detail
- Enjoys working independently and as part of a team
- Positive and community-minded environmentalist
- Spreadsheet and database skills
- Experience with program evaluation and/or impact evaluation
- Some past environmental education or familiarity with our program areas
- Currently enrolled or recently graduated from a college or university program for Environmental Studies, Communications, or a related field

How to Apply:

Qualified candidates are invited to submit the following materials in a single PDF file to info@greencommunitiescanada.org with the subject line "Program Impact Support Staff":

- Cover letter (1 page maximum)
- CV (2 pages maximum)

We sincerely thank all applicants; however, we will only be able to personally contact those selected for an interview.

Green Communities Canada invites applications from all qualified individuals. GCC is committed to employment equity and diversity in the workplace. As part of our commitment to racial justice and reconciliation, GCC is actively encouraging Black, Indigenous, and People of Colour candidates to apply for this position. We welcome and encourage applications from people with disabilities, women, and people of any sexual orientation or gender identity. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Green Communities Canada acknowledges the many treaty and traditional territories of Indigenous Nations throughout Canada. We are grateful for the continued work of many First Nations, Métis, and Inuit peoples who are the original caretakers of the Land and Waters. In our work as environmental leaders, we have a responsibility to respect Indigenous perspectives and elevate Indigenous voices.