

# School Travel Planner

## Job Posting

**DATE POSTED:** March 13, 2024

**EMPLOYMENT:** 12-month contract with possibility for extension. Minimum 30 hours/week (0.8 FTE) and a maximum of 37.5 hours/week (1.0 FTE).

**SALARY RANGE:** \$50,000 – \$55,000 per year (based on 1.0 FTE), Remote Work Stipend, Benefits, Generous Vacation.

**LOCATION:** Greater Toronto Area; work-from-home, with in-person work in Toronto. Must be able to work within GCC's core working hours of 11am – 3pm ET. Some early morning and evening work required.

**APPLICATION DEADLINE:** 31 March 2024, 11:59 pm ET

**START DATE:** 1 May 2024 (negotiable)

### **Organizational Background:**

Sustainable and climate-ready communities are urgently needed. Green Communities Canada (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 sustainable mobility, home energy efficiency, green infrastructure, and equity, diversity, and inclusion.

### **The Position:**

GCC is seeking a School Travel Planner to facilitate our School Travel Planning (STP) program in Toronto. STP is delivered by GCC in partnership with Alta Planning + Design (Alta) and supervised by the Toronto Student Transportation Group (TSTG).

The role of the School Travel Planner is to work with schools that are experiencing traffic safety concerns and/or aspire to increase students' rates of sustainable school travel. The School Travel Planner brings together various partners from the school, school community, school boards, the City, and community organizations to form an STP committee. The School Travel Planner collaborates with the committee to help schools assess and document current travel conditions and behaviours, and develop and implement initiatives that support safe and sustainable travel modes for students.

In addition to joining the School Travel Planning team, the School Travel Planner will have opportunities for collaboration in other program areas of the Sustainable Mobility department,

such as School Streets and the Canadian Electric School Bus Alliance. The School Travel Planner will report to the Director, Sustainable Mobility.

**Responsibilities:**

**1. School Travel Planning (60%)**

- Collaborating with TSTG and Director(s) to identify and onboard participating STP schools;
- Following the identified six-phased approach of STP, fulfilling the task requirements outlined in the work plan;
- Actively implementing the learnings of the “Equity and Engagement in School Travel Planning” report in each school’s Action Plan, as is feasible;
- Completing a School Travel Plan report for each school by the prescribed deadlines;
- Maintaining up-to-date records of emails/phone calls, meetings, expenses, etc. with participating schools and community partners; and
- Frequently updating shared project management tools.

**2. School Travel Planning Program Support (25%)**

- Contributing to progress updates and program reporting;
- Supporting the updates of existing STP materials and developing new documents;
- Supporting the development of communication materials for participating schools and the public; and
- Supporting opportunities to enhance the STP program through partnerships, funding, projects, tools, professional development, etc.

**3. Sustainable Mobility Support (10%)**

- Contribute to the creation of mobility-related website pages, news items, resources, and posts for GCC platforms (in collaboration with the Communications Lead);
- Support other programs/projects when additional capacity is required and lend relevant skills, experience, and knowledge to help team members; and
- Attend and participate in scheduled department and coordination meetings, along with relevant networks and coalitions, as required.

**4. Internal Coordination (5%)**

- Provide timely responses via email and Teams with colleagues, and engage in relevant team building activities;
- Attend and participate in scheduled GCC staff meetings; and
- Support the advancement of key organizational priorities, such as those outlined in the Strategic Plan and associated policies, procedures, and strategies.

### **Qualifications & Attributes:**

- An undergraduate and/or master's degree in a social, environmental, and/or transportation related discipline (e.g., urban design, public health, engineering, education, etc.), or comparable fields of study;
- 1-3 years of experience coordinating community-based programming;
- Basic knowledge of sustainable mobility principles and best practices;
- Excellent communication skills (both oral and written) for emailing, presentations, meeting facilitation, phone calls, follow-ups, report writing, etc.;
- Excellent organization and time management skills;
- Strong interpersonal skills, with ability to engage with multi-disciplinary partners;
- Ability to work independently with minimal supervision, and collaboratively as part of a team;
- Willingness to attend occasional site visits/meetings in the early morning (e.g., 8:00 am) or in the evening (e.g., 7:00 pm), and to host occasional virtual meetings outside of regular working hours; and
- Proficiency with Microsoft Office Suite and various digital platforms (e.g. Outlook, Teams, Zoom, etc.).

### **Additional Assets:**

- Knowledge of active and sustainable school travel initiatives;
- Experience working in a school environment and/or with marginalized groups, and facilitating community engagement activities;
- Experience in government relations and/or advocacy at the municipal level;
- Fluent in French and/or additional languages;
- Basic to intermediate skills with graphic design software (Adobe Illustrator, InDesign, Canva, etc.); and
- CanBIKE qualifications.

### **How to Apply:**

Qualified candidates are invited to submit the following materials in a single PDF file to [info@greencommunitiescanada.org](mailto:info@greencommunitiescanada.org) with the subject line "School Travel Planner", by March 31<sup>st</sup> at 11:59 pm ET:

- 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. We know that there are systemic barriers to employment, and that this limits real and perceived experience for many groups. If you possess approximately 80 percent of the essential experience/qualifications, we encourage you to apply. 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 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.



705.745.7479



info@greencommunitiescanada.org



1545 Monaghan Rd, Peterborough ON K9J 5N3

[www.greencommunitiescanada.org](http://www.greencommunitiescanada.org)