

## Program Assistant, Sustainable Mobility Job Posting

**DATE POSTED:** May 9, 2024

**EMPLOYMENT:** Contract, 12 weeks at 30hrs/week

**SALARY RANGE:** \$22 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 ET

**APPLICATION DEADLINE:** May 20, 2024

**START DATE:** June 17, 2024

**END DATE:** August 29, 2024

**CANADA SUMMER JOBS REQUIREMENTS:** Canadian Citizen, youth aged 15 to 30

### The Position:

Green Communities Canada is seeking a Program Assistant to join our Sustainable Mobility team, under the direct supervision of the Lead, Sustainable Mobility. The Sustainable Mobility programming at Green Communities Canada includes the delivery of School Streets, School Travel Planning, and the Canadian Electric School Bus Alliance. The Program Assistant will primarily support School Streets through project coordination and communications, as well as assisting other projects within the department.

### Key Responsibilities:

This position will support activities focused on the following themes:

**Project Coordination:** Support School Streets project administration tasks related to delivery of the community of practice, training sessions, and toolkit redevelopment.

**Communications:** Support the development of School Streets communication assets such as blog posts, social media posts, graphics, resources, website pages, and newsletters.

**Program Support:** Assist other programs (e.g., Canadian Electric School Bus Alliance, School Travel Planning) with assigned tasks based on programming needs, relevant skills, and areas of interest.

### Required Experience & Skills:

- Excellent verbal and written communications skills
- Competency with Microsoft Office programs and virtual work platforms
- Comfortable communicating via email, Teams, and telephone
- Well organized, good time management, and strong attention to detail
- Enjoys working independently and as part of a team
- Experience working or volunteering within the environmental and/or sustainable mobility sectors

- Currently enrolled in or recently graduated from a university or college program in Environmental Studies, Urban Studies, Transportation Planning, or a related field of study

**Additional Assets:**

- Proficiency in French and/or additional languages
- Basic to intermediate experience with graphic design (Adobe Illustrator, InDesign, Canva)
- Knowledge of and experience with Equity, Diversity, and Inclusion (EDI) principles

**How to Apply:**

Qualified candidates are invited to submit the following materials in a single PDF file

info@greencommunitiescanada.org with the subject line “Program Assistant, Sustainable Mobility”:

- 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 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.