



3rd Floor
303 Portage Ave
Winnipeg, MB
R3B 2B4

Green Action Centre seeks Sustainable Transportation Program Coordinators

Location: Winnipeg, Manitoba

Term (Two openings):

1 full-time, 1-year term position at 35 hours per week;
1 part-time, 1-year term position at 14-21 hours per week.

Potential extension for both positions beyond the term.

Programs: Sustainable Transportation programs at Green Action Centre include: Active and Safe Routes to School, Commuter Challenge, and Workplace Commuter Options.

Position Description: Green Action Centre seeks two independent, energetic and well-organized individuals to fill roles within our sustainable transportation team, supporting a range of program delivery and coordination.

These positions will focus on engaging schools, students, workplaces, employees and community organizations to make active and green transportation options both appealing and within reach, ultimately reducing Manitoba's GHG emissions from personal vehicles by increasing walking, cycling, public transit and carpooling as preferred modes of travel.

Key activities include organizing the following annual events: Bike to School Month in May, Commuter Challenge in June, Walktober in October, and The Jack Frost Challenge in February. It will also include assisting with the delivery of our Workplace Commuter Options program (WCO), specifically the province-wide ridematching tool, GoManitoba.

Background: Green Action Centre is an environmental, non-profit organization based in Winnipeg and serving Manitoba. We are a registered charity, governed by an elected board of directors, with a core group of passionate, dedicated staff. We promote greener living through environmental education and encourage practical green solutions for households, workplaces, schools and communities. Our primary areas of focus are green commuting, composting and waste reduction, sustainable living, and resource conservation. We also run a social enterprise, Compost Winnipeg, which collects commercial and residential organic waste in Winnipeg. We are located on Portage Avenue in the heart of downtown, and are part of the EcoCentre on the 3rd floor of the Mountain Equipment Coop building. The EcoCentre is located on Treaty 1 territory and the homeland of the Métis Nation.

Responsibilities: In collaboration with the Sustainable Transportation team and Green Action Centre staff, the Coordinators will have the following duties and responsibilities:

(1) Event Coordination (Bike to School Month, Commuter Challenge, Jack Frost Challenge, Walktober):

- Develop event work plans based on the timeline and activities of prior years
- Secure sponsorships, collaborate with event partners, develop and deliver media and promotion strategies, and coordinate event activities, such as media launches and awards presentations
- Recruit and build the number of participating schools and workplaces, including outreach to rural communities to increase participation across Manitoba
- Engage with event participants through provision of resources, training, workshops, promotional ideas, access to supplies or equipment, etc.
- Secure and manage distribution of prizes for participants, including soliciting donations for prizes from local businesses
- Create an event evaluation, such as feedback surveys, and distribute to event participants
- Update related web pages on Green Action Centre's website and create new content
- Maintain participation and event records, and prepare reports for funders and sponsors
- Manage the project budgets and monitor expenses to ensure budget is on track
- Other duties, as assigned

(2) Communications and Promotion (Workplace Commuter Options and Active and Safe Routes to School):

- Support the promotion of and increased participation in Green Action Centre's GoManitoba ridematching app, including contests to increase new users and outreach to increase the number of workplaces with customized sub-sites
- Support monthly communications to schools and educators about Active School Travel, including updated resources, new initiatives to support active school travel, and new projects
- Other duties, as assigned

Qualifications: Must be self-motivated, reliable, professional and able to work collaboratively without close supervision. Key qualifications include:

- Knowledge of sustainable transportation (green commuting and active transportation)
- Experience working collaboratively, specifically with community relations and/or with non-profits
- 1-2 years experience in program delivery
- 2 years experience in event planning and project coordination, including budgeting
- Experience and skills in communications, media campaigns and event promotion
- Demonstrated ability in public speaking, and with presentations and displays
- Strong written and verbal communication skills
- Active knowledge and comfort with the use of WordPress and social media
- Above average attentiveness to detail
- Strong interpersonal skills, team player

- Organized, deadline driven and excellent time management skills
- Knowledgeable about Winnipeg and rural/northern Manitoba communities
- Experience working with a non-profit, either as an employee or volunteer
- Able to work independently without close supervision

Assets (but not required):

- Bachelor's degree in Environmental Science, Urban Planning, Geography, or related field
- Diploma or certificate in creative communications or social media marketing

Diversity and Inclusion

Green Action Centre is committed to being an inclusive organization and is working to better reflect and represent the diversity of the communities we serve.

We encourage members from the following communities to apply and self declare in your application:

- Indigenous, Black, People of Colour
- Immigrant or refugee
- People with disabilities
- LGBT2SQ+

Being a member of an equity group is among our hiring selection criteria. Your declaration of membership in any of these groups will remain confidential.

Term: Anticipated start date of September 8, 2020. These positions report directly to the Executive Director.

Remuneration: \$19.75 per hour. A monthly Winnipeg Transit EcoPass is also provided as part of Green Action Centre's "Active Transportation Benefit" policy.

Deadline: 4:00 p.m. CDT on August 7, 2020.

To Apply: Submit resume and cover letter to info@greenactioncentre.ca with "Sustainable Transportation Coordinator" in the subject heading. Applications will be accepted until the deadline by e-mail only. Please state in your email if you are interested in the full-time or the part-time position.

While we thank all applicants for their interest in the position, only those selected for an interview will be contacted. No phone calls, please.

For more information on Green Action Centre and our programs, please explore our website at www.greenactioncentre.ca.