



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

Green Action Centre seeks a Sustainable Transportation Project Coordinator

Programs: Active and Safe Routes to School and Workplace Commuter Options

Organization: [Green Action Centre](#)

Location: Winnipeg, MB

Term:

This is a 6-month term position at 35 hours per week with a likely extension beyond June 2017. The position is shared between two programs: 3 days/week with Active and Safe Routes to School (ASRTS) and 2 days/week with Workplace Commuter Options (WCO).

Position Description:

Green Action Centre seeks an independent, energetic, flexible and organized individual to fill a dual role within our sustainable transportation team. The coordinator will help the ASRTS program 3 days per week to increase children's mobility by supporting the development of resource materials, assist with presentation delivery, and event coordination. The coordinator will assist with the delivery of the WCO program 2 days per week, engaging with businesses, employees and community organizations to make active and green transportation options both appealing and within reach at the workplace.

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 program delivery are green commuting, composting and waste reduction, sustainable living, and resource conservation. 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 Co-op Building.

Responsibilities:

In cooperation with other sustainable transportation and Green Action Centre staff, the Project Coordinator will have the following duties and responsibilities:

Active and Safe Routes to School program:

- Follow up with schools to encourage sustainable travel year-round through surveys, telephone conversations and site visits, which includes sharing relevant resources and program ideas found in the ASRTS Program Handbook
- Organize and promote participation in the annual Clean Air Day Walk to School
- Prepare and distribute monthly e-newsletter called "Off On the Right Foot"
- Staff displays and deliver presentations
- Update existing ASRTS print and digital resources, and create related content on Green Action Centre's website, blog posts and social media
- Other duties, as assigned



Workplace Commuter Options program:

- Deliver half-day training sessions with workplace ambassadors from a variety of organizations
- Assist with the delivery and reporting of employee commuting surveys, working closely with workplace representatives and IT consultant
- Help prepare quarterly e-newsletter on active and green transportation issues specific to workplaces
- Staff displays and deliver presentations
- Assist Commuter Challenge Coordinator with activities related to the Commuter Challenge
- Prepare and distribute a follow-up survey for Commuter Challenge workplace coordinators, and respond to information requests
- Liaise with related workplace committees such as the Downtown BIZ Transportation Committee and the Workplace Wellness Alliance
- Update and create related content for Green Action Centre's website, blog and social media
- 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
- Experience working collaboratively to deliver on-the-ground programs
- Experience in organizing promotional events and creativity in developing ad/media campaigns
- Demonstrated ability in public speaking and giving presentations
- Practical experience in public education, community relations, or non-profit program implementation
- Strong written and verbal communication skills
- Experience with project management and budgeting
- Strong interpersonal skills, team player
- Able to work independently without close supervision
- Excellent time management skills
- Experience working with teachers, parents, administration, and staff in an elementary school setting an asset
- Familiarity with WordPress, Mail Chimp, Survey Monkey, Twitter, Facebook, Instagram considered assets

Term Position:

Six-month term to end of June 2017 with likely extension subject to mutual agreement between the parties and the status of project funding. This position works with ASRTS and WCO program co-coordinators and reports to the Executive Director.

Remuneration:

\$19.75 per hour (35 hours per week). A monthly Winnipeg Transit EcoPass, or financial equivalent for cycling or walking, is provided through Green Action Centre's 'Active Transportation Benefit' policy.



Deadline: 12:00 noon CST, Monday, November 7, 2016

To Apply: Applications will be accepted by e-mail only. No phone calls, please.

If this opportunity interests you, please email your cover letter and resume to **Lea@greenactioncentre.ca** with “Sustainable Transportation Coordinator” in the subject heading.

Please note in your application if you:

- are a graduate from a post-secondary institution within the last three years; and
- are between the ages of 15-30.

For more information on Green Action Centre and our programs, please explore our [website](#).

