



## Sustainability Resource Specialist – 2 positions

**At Green Economy Canada we envision an economy where environmental sustainability, human well-being, and business success are synonymous. Our mission: to launch, grow and promote a network of local hubs engaging business to drive the sustainable economy.**

Green Economy Canada (formerly Sustainability CoLab) works with community organizations to launch, grow, and promote Green Economy Hubs across Canada. [Green Economy Hubs](#) support networks of local businesses – [Green Economy Leaders](#) – to set and achieve sustainability targets. They bring together, empower, and celebrate businesses as they achieve their goals.

Green Economy Canada builds capacity in community organizations to deliver impactful sustainability programs for businesses by providing training, resources, peer support, connections, and access to partnerships. We leverage the collective impact of Green Economy Hubs to mobilize network-wide funding, engage in policy discussions, and share stories of success to demonstrate that a sustainable economy is possible.

### Position Overview

The (2) Sustainability Resource Specialists (SRS) support the creation and maintenance of tools and resources to help Hubs build their knowledge and capacity to run successful community-based sustainability programs for business. The SRSs collaborate with others on the Green Economy Canada team to understand Green Economy Hub's needs and priorities, and undertake their work. The contributions of the SRSs are instrumental in ensuring Hubs have the resources they need to more easily or effectively engage businesses in their community to achieve meaningful reductions in environmental impacts.

**Term:** June 4<sup>th</sup>, 2018 - August 10<sup>th</sup>, 2017

**Compensation:** 34 hours per week / \$14 per hour

**Location:** Toronto

**Reports to:** Operations Manager, with regular direction from the Member Experience Manager

## What does the Sustainability Resource Specialist do?

- Working with content experts across the GEC team, the SRS will assist with updating the core set of resources Hubs use to launch and grow their sustainability programs. These resources include, but are not limited to how-to guides, backgrounders, samples, and templates.
- Current priority projects, which will be divided amongst the 2 SRS positions, include:
  - Gathering data about businesses from across the network (Green Economy Leaders) and about sustainability projects they have undertaken. The SRS will use this information to populate new online tools, including our new Network-Wide Member Directory and Sustainability Ideas Database.
  - Updating resources to reflect key learnings from across the Network about best practice and include our new branding.
  - Developing simple infographics and other communication tools to help Green Economy Canada convey core messages more effectively.
- The SRS will work closely with other members of the Green Economy Canada team to ensure quality deliverables are created.

## Required Skills and Attributes:

- **Takes initiative:** A self-starter with an ability to anticipate what comes next and drive work forward proactively
- **Creative and resourceful:** Able to think about a problem in multiple ways and is resourceful in seeking out any needed skills, knowledge, or expertise to tackle it
- **Project management skills:** Able to prioritize and manage multiple, concurrent tasks and projects within set timelines
- **Collaborative:** Willing to listen, collaborate and seek and take direction, as appropriate, to advance the work.
- **Communication:** Able to communicate clearly and professionally
- **Graphic design (an asset, not required):** Experience using design software such as Adobe Photoshop
- **Data analysis (an asset, not required):** Experience collecting data, undertaking analysis and using software like Microsoft Excel and Access

## Additional Requirements to Apply:

Green Economy Canada is able to offer this internship thanks to the Canada Summer Jobs program. In order to apply for this role, the applicant must meet the following eligibility requirements:

- Between 15 and 30 years of age (inclusive) at the start of employment;
- Registered as a full-time student during the preceding academic year;
- Intending to return to school on a full-time basis during the next academic year;
- A student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- A Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*\* and;
- Legally entitled to work according to the relevant provincial / territorial legislation and regulations

## What's it Like Working at Green Economy Canada?

Green Economy Canada is an equal opportunity employer. We want to be an organization where a diverse mix of talented people do their best work because of, not in spite of, our differences. We are committed to providing an inclusive and welcoming environment for all staff, volunteers, members, subcontractors, and vendors in all our activities and operations, regardless of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), dis/ability, marital status, or sexual orientation.

At Green Economy Canada, we seek to blend the nimbleness and autonomy of a small team with the influence and opportunities afforded to a national network.

### Here's a bit about us:

- We are bold, ambitious and optimistic. Our vision is for an economy that makes environmental sustainability, human well-being, and business success synonymous.
- We care about what we each accomplish, not where we work from or how many hours we put in (we work remotely, but gather as a virtual team daily and in-person at regular intervals).
- We want working together to feel effortless and the ways we work together to be intuitive.
- We embrace innovation: we're willing to take risks, we know we'll make mistakes along the way, and we push ourselves to apply what we learn each time. At Green Economy Canada, it's okay to fail.



- We have fun, enjoy working together, and laugh often.
- We're not satisfied with the status quo: we don't think "because that's how it's always been done" justifies a course of action. We challenge each other, think critically, and strive for objective decision-making.

### Learn More About Green Economy Canada:

- Visit [greeneconomy.ca](http://greeneconomy.ca)
- Check out our most recent [annual report](#)
- Check out this [4-minute video](#) on why businesses participate in Green Economy Hubs
- Join the conversation on Twitter [@greeneconomyca](#)

### To Apply:

Please send a resume and cover letter to Alia Tulloch, Operations Coordinator, at [hr@greeneconomy.ca](mailto:hr@greeneconomy.ca) by 11:59pm on May 16<sup>th</sup>, 2018.

Please also advise if you have any accommodation needs – we are committed to ensuring you can participate fully in the recruitment process.

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

