



## Network Resource Coordinator

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

Green Economy Canada works with community organizations to launch and grow Green Economy Hubs across Canada. [Green Economy Hubs](#) support networks of local businesses 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

**Start Date:** Immediately

**End Date:** August 30th, 2019

**Compensation:** \$14.00 per hour, maximum 39 hours per week for 16 weeks

**Location:** Sudbury, Ontario

**Reports to:** Network Director, with regular direction from the Network Engagement Manager

The Network Resource Coordinator will create and update tools, trainings, and resources for Green Economy Hubs, helping Hubs engage businesses in their community to achieve meaningful reductions in environmental impacts.

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

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*.



- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

\*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

## What does the Network Resource Coordinator do?

### Network Resource Development and Support (80%)

- Work with content experts across the Green Economy Canada team to update the core set of resources Hubs use to grow their sustainability programs. These resources include, but are not limited to, how-to guides, samples, and templates.
- Support the creation of case studies and other materials to help Hubs attract new members.
- Develop and coordinate the collateral needed for online learning modules. This collateral may include, but is not limited to, copy, slides, scripts, and the taping of supporting videos.
- Conduct research to improve self-directed training modules. Help create talking points for self-directed training.
- Additional projects that help strengthen Green Economy Canada's resources and support for Hubs, as identified by the Network Director.

### Network Communications and Administration (20%)

- Analyze data collected from the Green Economy Canada network to populate annual reports and impact statements.
- Support improvements to data collection tools and processes.
- Support communications campaigns.
- Develop content for blog posts and articles about sustainability opportunities.

## Key Skills and Characteristics Required to Succeed in this Role:

- **Project management skills:** Able to prioritize and manage multiple, concurrent tasks and projects within set timelines.
- **Communication skills:** Able to write for a professional audience; experience communicating visually is an asset.
- **Research skills:** Ability to gather information, extract the most useful pieces, and present a product or solution that meets a stated need.
- **Initiative:** A self-starter with an ability to anticipate what comes next and drive work forward proactively.

- **Creativity and resourcefulness:** Able to think about a problem in multiple ways and is resourceful in seeking out any needed skills, knowledge, or expertise to tackle it.
- **Collaborative:** Willing to listen, collaborate, and seek and take direction, as appropriate, to advance the work.

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

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 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 [short video](#) about the Green Economy Canada network
- Join the conversation on Twitter [@greeneconomyca](https://twitter.com/greeneconomyca)

## To Apply:

Please send a resume and cover letter to Alia Tulloch, Operations Manager, at [hr@greeneconomy.ca](mailto:hr@greeneconomy.ca). Please note how you heard about this opportunity in your email, and include Network Resource Coordinator in the subject line. Interviews will begin May 9, 2019 and continue until the position is filled.

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

