



Network Expansion 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: June 24th, 2019

End Date: August 16th, 2019

Compensation: \$14.00 per hour, 35 hours per week for 8 weeks

Location: Waterloo Region

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

The Hub Development Coordinator will work closely with the Hub Development Manager and Network Director to support the development of resources and support for Network expansion. This will include updating and improving the communication to potential communities that could become Hubs and serving Hubs going through the launch process. The contributions of this position are instrumental in ensuring the Hub launch process is up-to-date with the most relevant tools and training as well as increasing Green Economy Canada's presence and brand in potential communities to help grow the network across Canada.

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 Expansion Coordinator do?

Hub Launch Resource Development (50%)

- Work with Network Expansion Manager and other members of the Green Economy Canada team to update and improve resources, such as how-to guides and templates, designed to help new Green Economy Hubs launch.
- Analyze data, such as feedback from communities that have undergone the launch process to inform resource content.
- Develop and coordinate online resources, like webinars and how-to-videos, that target new communities identified to be suitable to host a Hub.
- Update and improve content on the Green Economy Commons (our network's shared online portal) directed at Hubs going through the launch process.

Communication and Brand Building (50%)

- Work with the Network Expansion Manager to support marketing and communications related to network expansion.
- Support the preparation of reports to the federal government on national expansion.
- Facilitate communication to new communities to support access to resources and scheduling check-ins and coaching.
- Research strategies for building Green Economy Canada's presence at a national-level.

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.

- **Data analysis (an asset, not required):** Experience collecting data, undertaking analysis and using software like Microsoft Excel and Access
- **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
- 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 by 11:59 pm on Wednesday, May 22nd. Please note how you heard about this opportunity in your email, and include Network Expansion Coordinator in the subject line.

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

