



Job Title: Community Projects Assistant
Wage Rate: \$11.40 an hour
Position Type: Summer Contract (35 hours per week)
Location: Aurora, Ontario
Start Date: May 2017
Reports to: Managing Director

Summary

[Windfall Ecology Centre](#) is a non-profit social enterprise dedicated to building sustainable communities. Working at the nexus of climate, energy, and water, we research, design, and deliver innovative climate change solutions. Our record of accomplishment includes achievements in public policy, residential energy conservation, renewable energy, electric mobility, water protection and leadership development.

Windfall Ecology Centre is seeking a post-secondary student for the position of Community Projects Assistant for the summer months. Reporting to the Managing Director you will provide a wide variety of support to existing Windfall Centre climate change initiatives and assist in the development of our ClimateWise Business Network.

The *ClimateWise Business Network* is a new target based sustainability program for York Region businesses. The project supports a network of local businesses that are setting and achieving sustainability goals, with a particular focus on reducing carbon emissions.

Tasks and Responsibilities:

Business Development

- Research leads and contacts for potential new members
- Develop and manage the ClimateWise Business Network database
- Develop strategies to engage key sectors
- Outreach to members, potential members and the general public
- Gather feedback from members and potential members, and assist in the develop of new service offerings, primers and guides
- Assist in the recruitment and coordination of program volunteers

Workshop/Special Event Coordination, including:

- Setting up and running Windfall displays and presentations at scheduled locations
- Promotion and advertising of programs and events

Qualified applicants will have:

- Excellent communication skills, written and verbal
- Strong organizational skills and strict attention to detail
- Proficient computer skills: experience with Microsoft Office including Power Point, and professional e-mail techniques.
- An understanding of business sustainability, the low-carbon economy and environmental issues.
- Experience in environmental studies or non-profit preferred
- Experience in supervising and working with volunteers.
- Commitment to environmental values
- The ability to work effectively independently and collaboratively in a dynamic environment
- A professional and friendly manner
- Resourceful and able to take initiative in a changing workplace environment

- Must be able to perform a variety of physically demanding tasks including moving display materials and boxes.

Please submit a cover letter and resume to the attention of Jen Atkinson by email to: careers@windfallcentre.ca. We appreciate the interest of all applicants, but only applicants selected for an interview will be contacted.