



**Job Title:** Events and Communications Coordinator

**Position Type:** Full-time, 37.5 hours a week

**Location:** Aurora, Ontario

**Start Date:** July 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 efficiency, renewable energy, electric mobility, water protection and leadership development.

Windfall Ecology Centre is growing and we are seeking a post-secondary graduate for the position of Events and Communications Coordinator. Reporting to the Managing Director, this position is responsible for coordinating and executing events including educational events, energy efficiency workshops, informational meetings and online communications. He/she will also be required to manage budgets, write reports, conduct research and find resources to support staff.

The Events and Communications Coordinator should have a love for special event management, provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers.

This individual must have above-average communication and organizational skills and be able to multitask, think outside the box and troubleshoot problems. The successful candidate will have the ability to work with all types of people and be able to visualize an event not only from start to finish, but also the steps required to accomplish it.

### *Qualifications & experience*

- University degree / diploma in related field
- Proven creative problem-solving ability
- Passion for collaborating with others, and both building & maintaining relationships across multiple sectors
- Passion for environmental issues, community-based leadership, and improving the environmental sustainability of Windfall Ecology Centre
- Experience with corporate and community event-planning
- Experience in the not-for-profit sector, including managing budgets and volunteers
- Experience with troubleshooting/help desk roles
- Experience with administrative support in an office environment
- Experience with the MS Office Suite, with particular depth of knowledge & ability with MS Excel
- Ontario G Class driver's license

### *Knowledge & skills*

- Demonstrated leadership ability
- Strong communication skills, both verbal and written
- Strong interpersonal skills
- Acute attention to detail
- Excellent organizational skills
- Ability to multi-task and to take on multiple projects at one time
- Ability to demonstrate initiative and a strong ability to start projects and see them through to completion
- Self-motivated, exceptional time management skills, and the ability to work independently
- Knowledge of GHG accounting standards and protocols an asset
- Knowledge of current government policy and current issues surrounding GHG policy development an asset

### **Benefits of working with Windfall Ecology Centre:**

- Develop a network of connections in the business and environmental industry
- Be part of a team and have direct impact on the success of the program by participating in event strategy meetings, supporting planning and member engagement efforts
- Learn about environmental sustainability and climate change issues from industry leaders
- Get hands-on learning for event planning, strategy and implementation from experienced mentors.

This position is open to applicants who:

- Intend to lead an environmental career related to science, technology, engineering, or mathematics
- Are 30 years of age or younger
- Are a Canadian citizen, landed immigrant, or have refugee status
- Are eligible to work in Canada
- Have graduated from a post-secondary institution
- Are unemployed or underemployed
- Have not participated previously in a federal youth employment or education program

To apply, please send a resume and cover letter to Jen Atkinson, Managing Director at [careers@windfallcentre.ca](mailto:careers@windfallcentre.ca). We appreciate the interest of all applicants, but only those selected for an interview will be contacted.