

SUMMER EMPLOYMENT OPPORTUNITY

Job Title: Business Development Assistant

Wage Rate: \$14.00 an hour

Position Type: Summer Contract (30 hours per week)

Location: Aurora, Ontario

Start Date: June 4, 2018

Reports to: Program Manager

Summary

Windfall Ecology Centre is seeking a post-secondary student for the position of Business Development Assistant for the summer months. Reporting to the Program Manager 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 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.

Highlights

Supported by the Program Manager, the BD Assistant will respond to inquiries from members of the business community concerning different environmental programs and issues, assist in the development of membership services, research potential business members and track project activities as required.

Tasks and Responsibilities:

Business Development:

- Research leads and contacts for potential new members
- 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 development of new service offerings.

Communications:

- Assist members with communication about ClimateWise Business Network and Services
- Collect and share member sustainability best practices and success stories internally, online and in the community at large.

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 PowerPoint, 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
- 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

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.