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## SUMMER EMPLOYMENT OPPORTUNITY

Job Title: Outreach 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: 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 to hire a post-secondary student to fill the position of Outreach Assistant for the summer months. Windfall offers a dynamic and flexible work environment. The position may require working select weekends and evenings at special events throughout the Region.

### Highlights

The outreach and events assistant should have a love for planning, organizing, researching, providing outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers. This person must enjoy working both outdoors and indoors, and comfortable working in all kinds of weather.

The outreach assistant must have above-average communication and organizational skills. This individual must also be able to multitask, think outside the box, think on his or her feet 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.

### Event Planning and Production

- Conduct research and find resources to help staff make decisions about marketing and event possibilities.
- Propose new ideas to improve program promotions.
- Prepare nametags, materials, packages, gift bags, registration lists, organizational charts, etc.
- Assist with managing on-site production, set up and clean up for events as necessary.

### Energy Efficiency and Outreach

- Assist with bookings for home energy assessments, create appointments and enter customer information.
- Notify customers of upcoming energy assessments and provide customer reminders by phone or email.
- Update or create new lists of contacts to use for energy program outreach.

### Qualifications:

- Candidates must demonstrate excellent communication skills and attention to detail.
- Excellent interpersonal skills both in person and by phone, with a high degree of professionalism.
- Strong computer skills, Internet savvy.
- Ability to create and manage Excel spreadsheets.
- Proven creative problem-solving ability.
- Well-organized, analytical, detail-oriented.
- Tenacious, ability to dig for results.
- Resourceful and able to take initiative in a changing workplace environment.
- Commitment to environmental values.
- 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](mailto:careers@windfallcentre.ca). We appreciate the interest of all applicants, but only applicants selected for an interview will be contacted.