

SUMMER EMPLOYMENT OPPORTUNITY

Job Title: Community Project Assistant (x2 Positions)
Wage Rate: \$14.00 an hour
Position Type: Summer Contract (35 hours per week)
Location: Aurora, Ontario
Start Date: May 21, 2019
Reports to: Managing Director

Summary

[Windfall Ecology Centre](#) is seeking to hire two post-secondary students as Community Project Assistants for the summer months. Windfall offers a dynamic and flexible work environment.

Highlights

Windfall's Community Project Assistants will help coordinate special events and workshops related to Windfall's energy, water and ClimateWise Program. Both positions are part of Windfall's career experience programming and students are mentored by an experienced Windfall Program Managers.

Assistants 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 position will require working select weekends and evenings at special events throughout the Region.

Primary Tasks and Responsibilities include:

- 🌀 Project Coordination: researching, co-designing, planning and managing multiple tasks simultaneously.
- 🌀 Public Speaking/Education: communicating and educating the public on climate change issues, healthy living and connections to Windfall Ecology Centre programs and services.
- 🌀 Workshop/Special Event Coordination: setting up and running the Windfall displays and presentations at scheduled locations with other team members.
- 🌀 Promotion & Outreach: researching and contacting community members, residents and business networks with program information and event details. Create and execute a social media plan to support program promotions.
- 🌀 Technical Writing & Research: create a database listing of potential new members, gather feedback from business members and assist in development of the annual reports.

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
- 🌀 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

Applicant Eligibility

Positions are funded by Canada Summer Jobs grant and applicants must:

- 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;
- and,

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 contact.