



"JOB POSTING"

Environmental Program Coordinator

(Canada Summer Jobs funded position)

Anticipated start date: July 6, 2022

Terms of employment: Temporary Full-time 35 hrs/wk

Hourly Salary: \$17 / hr plus 4% vacation pay

Duration: July 6 to August 28, 2022

Application deadline: June 10, 2022

Number of positions: 1

About The Recycling & Environmental Action Planning Society (REAPS):

REAPS has taken a leadership role in the Regional District of Fraser Fort George and has offered quality programs and services for over three decades. REAPS is a charitable organization with a mission to provide environmental learning opportunities that foster environmental stewardship of issues shaping our community by linking current issues in the Regional District to the world in a participatory, engaging, learning experience through educational programs, and acting as a resources and information hub. You will be joining a passionate team of individuals whose goal is to work towards encouraging stewardship to collectively reduce the environmental footprint in our area. This position is ideal for a detail-oriented, energetic, creative person who has a passion for supporting and delivering meaningful programs and services as part of a team to make a positive impact in our community.

Who are we looking for?

We are seeking a creative, enthusiastic, outgoing, and motivated person who has a passion for delivering fun and interactive programs on the environment and enjoys digging in soil. Everyone plays a role in REAPS daily operations. We are seeking someone who will serve as a role model and environmental steward as an ambassador of REAPS

You will be working in collaboration with and under the direct supervision of the ED and engaging with the enviro team. You are detail-oriented, organized, complete tasks in a timely manner, and are independent yet flexible and collaborative.

Job Summary:

The Environmental Program Coordinator is responsible for delivering and /or developing captivating and creative educational programs for community outreach and engagement. You will work with the ED to ensure clear communication of the organization's mission, mandate, message, and brand across all channels, both internally and externally. Must embrace and model outstanding service to all and be willing to present solutions to whatever comes your way.

The successful applicant will be responsible for the following:

- Under the direction of the ED, develop, implement, and assist with all aspects of program delivery and communication, including onsite workshops, community presentations, fairs and community events.
- Become familiar with all aspects REAPS work to communicate and market our activities effectively. Collaborate with the eco team – to produce effective promotional materials
- Providing support with community programs and food security
- Assist with REAPS events as required
- Engaging in horticultural practises while maintaining garden plots and composters
- Engage with the public
- Represent REAPS with the utmost integrity, exemplifying the values and mission of our organization

Knowledge, skills, and abilities we are looking for:

- Excellent oral and written communication skills
- Self-motivated, energetic, forward-thinking, and creative with strong attention to detail and a willingness to learn

- Willingness to learn or experience in recycling, gardening, composting and vermicomposting
- Strong interpersonal skills and comfort working with the public
- Ability to work closely and communicate respectfully with the eco team
- Possess excellent time management, organization, and multi-tasking skills
- Be familiar and comfortable with software, including but not limited to Microsoft Office Suite programs, MS365, Internet, and email
- Be familiar and comfortable with communication and collaboration tools such as Zoom
- Must show flexibility when asked to perform other tasks as needed
- Ability to work weekends as scheduled

REAPS is an equal opportunity employer. We do not discriminate against ability, ethnicity, gender identity, socioeconomic background, or sexual orientation. We strongly encourage applications from racialized individuals, under-represented communities, diverse backgrounds, identities, and experiences. We're looking for motivated, compassionate people who can execute from the ground up. REAPS is committed to providing our team members with safe, quality work experience, employable skills, and access to career development through professional development opportunities and mentoring. We use an in-depth, hands-on training program that allows our new employees to learn by doing, working closely with our team.

All offers are subject to the satisfactory completion of reference, police criminal record checks, and required to be fully vaccinated against COVID-19 and attest to their vaccination status unless accommodated based on a medical contraindication, religion, or another prohibited ground of discrimination as defined under the Canadian Human Rights Act. This job is a funded position - *criteria must be met*: between 15-30 years of age and a Canadian citizen legally entitled to work in Canada.

We thank all applicants for their interest. Only those selected for interviews will be contacted. Please email your resume, cover letter, and three references to:

Attn: Terri McClymont, Executive Director
EMAIL: terri@reaps.org

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