

## Program Coordinator - Canada Summer Jobs 2022

**Organization:** GreenPAC

**Compensation:** \$18/hour

**Term:** 35 hours/week for 8 weeks

**Start date:** May 24, 2022

**Reports to:** Program Manager

**Eligibility:** The candidate must meet Canada Summer Job Grant requirements and be:

- Between the ages of 15 and 30 years of age at the start of employment
- A Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*\*
- Legally entitled to work in accordance with the relevant provincial / territorial legislation and regulations.

\*International students are not eligible.

**Location:** Virtual

We particularly welcome applications from residents from the federal electoral district of Davenport.

To apply, please send your resume and cover letter to [info@greenpac.ca](mailto:info@greenpac.ca).

### About GreenPAC

#### Position Overview

GreenPAC's Every Day Advocates program (a non-partisan, charitable initiative) is growing and connecting a network of community organizers and, through training and tools, building their capacity to engage effectively with the public, policymakers and elected officials about environmental priorities. Additionally, the 2022 Ontario Election presents a great opportunity to increase outreach and coordinate community engagement. This position will support the organizing and communications during this time.

## **Responsibilities**

- Supporting the expansion of GreenPAC's network of community organizers by engaging individuals and organizations in communities across Canada about getting involved
- Supporting community groups in ridings across Ontario with planning and logistics so they can host all-candidate debates for voters to hear from candidates about their plans for the environment
- Supporting the roll-out of social media campaigns and other communications tactics to build awareness and support for the program
- Onboarding new network organizers to the program and introducing them to relevant tools for organizers
- Developing and improving GreenPAC's tools and resources for supporting community organizers
- Helping to maintain the program's portal for participants and data management systems
- Conducting research on environmental issues and priorities, to inform program work.

The successful candidate will also support GreenPAC's team with planning educational events, outreach and logistics, with a focus on youth engagement, and other GreenPAC team priorities, as they emerge.

## **Desired Skills and Experience**

- Experience engaging people toward a shared goal (e.g. customer service, community work, campaigns, youth mobilizations)
- Familiarity with technology and online platforms that are useful in community organizing (e.g. social media, web portals, data management systems)
- Strong written and verbal communication skills to communicate with others about the program
- Strong interpersonal skills to manage relationships with team members and organizers
- Organized, motivated, takes initiative
- Problem solving
- Knowledge of or an interest in the environment and Canadian politics is an asset
- Bilingual (French/English) candidates preferred.

## **Additional Information**

GreenPAC supports and encourages diversity and equity, and we are committed to making staff positions accessible and welcoming to all potential team members, regardless of ethnicity, age, disability, sexual orientation, gender or identity.

We recognize that GreenPAC's team and Board do not currently represent the diversity of the Canadian population and that this is a significant hindrance to our strength as an organization. GreenPAC is fully committed to changing this reality and is examining how our programs can contribute to the fight against systemic racism and oppression in Canada.

## **Learn More about GreenPAC**

- Follow us on Twitter [@GreenPACdotca](#)
- Join our Mailing List at [greenpac.ca](#)
- Read our 2020/21 Annual Report [here!](#)