



Helping people live sustainably

Job Description

Community Engagement Assistant, Green Infrastructure Programs

August 10, 2021

Background:

Reep Green Solutions is an environmental charity that helps people in and around Waterloo Region live sustainably. Created in 1999 by the University of Waterloo and the Elora Environment Centre, we work to empower people with the practical tools, knowledge, and capacity for action to make sustainable living the norm. Current focus areas are home energy efficiency, water conservation, healthy yards, and waste reduction. In short, we work together with the community on practical solutions for addressing and adapting to climate change.

Position Summary:

The Community Engagement Assistant is a **full time contract** position.

Reporting to: Green Infrastructure Design and Project Lead

Hours: 5 days/week, up to 35 hours/week, depending on the candidates schedule. Flexible hours are available, some weekends, evenings and daytime hours are required for community engagement;

Core Hours: Thursday mornings from 8am-10am and the 1st Wednesday of the month from 9:00 a.m. - 10:30 am

Contract Length: 15 weeks

Objective of Position:

In support of Reep Green Solutions' mission, the Community Engagement Assistant will play a key role in the community outreach for the Rain Smart Neighbourhoods (RSN) program and other green infrastructure programs at Reep Green Solutions. The successful candidate will help to implement a community engagement strategy that includes interacting with the public through webinars, meetings, workshops, and events with the goal of ***working with residents to create beautiful Rain Smart yards that reduce flood risk and improve local water quality through implementation of green infrastructure.***

The Community Engagement Assistant will increase awareness of the benefits of green infrastructure with homeowners and businesses at a neighbourhood-level. The Assistant will lead a multi-faceted community engagement to increase participation in municipal programs that incentivize people to manage stormwater on their property, by using rain barrels, trees, rain gardens and other forms of green infrastructure to further enhance their neighbourhood's capacity to handle extreme weather.

The successful candidate will be highly organized and able to adapt to dynamic scenarios while being a strong ambassador for Reep Green Solutions.

Tasks & Responsibilities:

- Organize and lead a community engagement strategy in targeted neighbourhoods of RSN
- Complete on-the-ground and digital research to inform the community engagement strategy

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Charity registration #: 81585 2348 RR0001

- Develop and maintain a community engagement schedule for all staff and volunteers related to green infrastructure programs (specifically RSN)
- Conduct follow-up surveys and research to measure against program objectives. Analyze survey results to evaluate the effectiveness of the various methods employed by Reep Green Solutions to improve program delivery and service offerings
- Track and report on community engagement activities and other metrics associated with the project
- Maintain a reporting template for collection of results that can be easily integrated into reports;
- Produce well-written and easily understood reports that help to inform decisions and recommend logical next steps
- Attend weekly Green infrastructure team meetings and monthly Reep team meetings
- In addition to these responsibilities, other tasks may be added as required by the organization.

Qualifications and Skills:

- Current post-secondary graduate students preferred
- Passion for taking climate action
- Excellent verbal communication and writing skills
- Leadership and community building skills
- Ability to work independently and collaboratively
- Comfortable working one-on-one, and in small groups
- Experience with program development and marketing is an asset
- Experience working with community groups is an asset
- Flexible working schedule
- Knowledge of climate change and local sustainability issues, specifically focusing on green infrastructure is an asset
- Experience in project management, community engagement and mobilization is an asset
- Knowledge of survey design and spreadsheet analysis is an asset

Must have:

- Access to a reliable vehicle to transport and set up materials (i.e. table, banners);
- Ability to walk, climb stairs, lift and set up equipment;
- Ability to work some daytime, weekends and evening hours;
- Comfortable working outside, one on one and/or with groups of community members;
- A computer and a reliable internet connection is required as our office is now remote.

The Community Engagement Assistant will be required to wear a mask at all times when interacting with members of the public and follow all of our infection control procedures and COVID-19 policies.