



*Helping people live sustainably*

### **Job Description**

#### **Program Coordinator – Kids Cutting Carbon**

July 28<sup>th</sup> 2021

#### **Background**

Reep Green Solutions is an environmental charity that has been helping people in Waterloo Region live sustainably for 20 years. Our programs on home energy efficiency, water conservation, healthy yards, and waste reduction empower participants to take action. In short, we work together with the community on practical solutions for addressing and adapting to climate change. We believe that by acting today, we can leave our children a community that is more resilient, vibrant, caring and sustainable.

#### **Summary**

The Program Coordinator is a part-time contract position responsible for supporting the Kids Cutting Carbon program's design and pilot launch. Kids Cutting Carbon is a new program in collaboration with the school boards and the Project Neutral team to bring innovative climate education programming to students in Waterloo Region through Project Neutral's carbon footprint calculating platform.

Project Neutral is an online carbon-calculating tool that Reep Green Solutions has brought to Waterloo Region to engage community members in measuring their carbon footprints and taking meaningful climate action. Taking action on an individual level is an important part of addressing climate change and working towards our local greenhouse gas emissions targets. For more information, check out [Project Neutral](#).

**Reporting to:** Energy Programs Manager

**Hourly rate:** \$16.35

**Hours:** 5 days per week, totaling 20 hours per week.

**Duration:** September 6<sup>th</sup> 2021 – February 4<sup>th</sup> 2022

#### **Tasks & Responsibilities**

- Help to develop and implement the Kids Cutting Carbon program's design and pilot launch, a collaboration with the school boards and Project Neutral to bring climate education programming to students in Waterloo Region;
- Assist in program design, including:
  - Taking meeting minutes during working group sessions
- Support program development, including:
  - Building resource kits for students to help reduce their resource consumption and greenhouse gas emissions, through actions affecting home energy consumption, transportation choices, proper waste management and reduction of food waste;
  - Developing a marketing plan to promote the program by engaging schools, teachers and students.
- Support blog posts and media releases.
- Deliver Project Neutral Lunch 'n Learn workshops to businesses and community groups, as needed.
- Attend weekly and monthly meetings as needed.
- In addition to these responsibilities, other tasks may be added as required by the organization.

**We're looking for someone with**

- Passion for taking climate action (knowledge of mitigation techniques is an asset)
- Excellent communication and public-speaking skills
- Leadership and community building skills
- Ability to work independently, as well as to collaborate effectively
- Experience with program development and marketing is an asset
- Integrity and a passion for connecting with others
- Flexible working schedule and Project Neutral tool experience an asset

**Please Note: Funding for this role is provided in part by Eco Canada**

**Required Qualifications and Skills**

- Currently enrolled in a post-secondary program in Canada
- A Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- Legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- Due to COVID-19, all Reep Green Solutions staff are working from home until further notice. Any of the necessary equipment to work remotely may be provided but a stable Internet connection is required to be arranged by the employee.
- This role may require travel to work from the Reep House for Sustainable Living on occasion.

Reep is committed to creating an accessible and diverse culture where everyone belongs. We commit to actively working to empower full participation and ensure fair treatment within our organization, for those we serve, and for generations to come.

We believe diversity strengthens our organization, and we strongly encourage applications from qualified candidates of any background and lived experience.

We're happy to offer accommodations for candidates taking part in the selection process. Just let us know by emailing our HR Coordinator, Sarah Smouter: [office@reepgreen.ca](mailto:office@reepgreen.ca)

