



JOB OPPORTUNITY

Indigenous Programs Outreach Coordinator

January 6, 2020 – March 31, 2021

Green Action Centre is a Manitoba-based, non-profit organization that promotes greener living through environmental education and encourages practical green solutions for households, workplaces, schools and communities. To learn more, please visit greenactioncentre.ca.

Green Action Centre is seeking an energetic, creative, highly organized, and detail-oriented individual to fill the role of Indigenous Programs Outreach Coordinator with our First Nations Waste Minimization Project team.

Position Description

The successful candidate will take on primary responsibility for developing, coordinating and delivering school presentations (Grades 1 to 12) in First Nations communities around Manitoba, including northern and remote communities. This requires a high degree of planning and coordination with schools, principals, teachers and communities. The Outreach Coordinator will also play a key role supporting the First Nations Waste Minimization Project Coordinator in the scheduling, logistics and delivery of community/public events and workshops or conferences, and a collaborative role supporting the Community Pathfinders and their direct work on waste minimization with Manitoba First Nations.

The candidate should have experience working with schools and presenting to students, and ideally be familiar with waste minimization and recycling options in Manitoba. Informal training and orientation to waste reduction will be provided.

This position is an excellent opportunity for a candidate who is strong on environmental education and keen to support Manitoba First Nations in their efforts to reduce waste and enhance recycling.

Key Responsibilities

In cooperation with the other First Nations Waste Minimization Project team members, the Outreach Coordinator will have the following responsibilities:

- Coordinate presentations with identified First Nations schools in Manitoba and travel to those communities to deliver presentations to students and teachers. This may require overnight travel.
- Develop waste-minimization presentations for students that are age-appropriate, culturally relevant, dynamic and interactive.

- Assist with logistics, planning, administration and delivery of a multi-day teachers' gathering, and a number of community/public events in various communities.
- Staff displays and provide hands-on activities at community events, such as Treaty Days and health fairs.
- Collaborate with the team to develop ideas and creative for communication and outreach, e.g. posters, fridge magnets, radio ads, hands-on tabling activities, videos, presentations.
- Meet and work with a variety of stakeholders including community members, teachers and others.
- Track hours and expenditures with supporting receipts, keeping within the budget.
- Prepare report summarizing activities, contacts, lessons learned, successes, challenges, etc.
- Update existing print and digital resources as needed, and create related content on Green Action Centre's website, blog posts and social media.
- Participate in meetings of the Manitoba Pathfinders Advisory Committee as needed, and maintain and build key relationships with partners.
- Work from Green Action Centre's office in downtown Winnipeg (303 Portage Avenue, 3rd floor).
- Contribute to the broader portfolio of Green Action Centre's work to help Manitobans live green and live well.
- Other duties, as assigned.

Knowledge, Experience and Characteristics

Must be motivated, self-starter, reliable, positive, professional, and able to work collaboratively and without close supervision. Key qualifications include:

- Familiarity with, interest in, and respect for First Nations culture and communities.
- Minimum 1-year experience working (or volunteering) with principals, teachers and staff in a school setting.
- Excellent written and presentation skills, with demonstrated ability in public speaking.
- Experience organizing community events and creativity in developing public engagement campaigns.
- Able to work independently without close supervision and collaboratively as part of a team.
- Excellent interpersonal skills with the ability to establish credibility with varied stakeholders.
- Able to listen actively and respect, consider and incorporate the views of others.
- Able to think creatively to find solutions and see opportunities.
- Capable of being flexible with last minute changes and dealing with uncertainty.
- Extensive organizational and time-management skills.
- Able to make effective use of assets and resources in a transparent and accountable manner.
- Practical experience (paid or volunteer) in public education, community engagement or non-profit program implementation.
- Familiarity with WordPress, Twitter, Facebook, Instagram considered assets.

Language Requirements

- The ability to communicate in written and verbal format in English is required. The ability to communicate in Cree and/or Ojibwe is a strong asset.

Other Requirements

- Valid Class 5 Manitoba Driver's License.
- Able and willing to travel extensively on multi-day trips to First Nations communities throughout the province, including northern and remote communities, and work irregular hours (evenings, weekends) as needed.

Hours and Pay

This is a full-time (35 hours per week) position for 15 months, ending March 31, 2021, with a possibility of extension. Compensation for the full 15-month term is \$45,000 - \$50,000, depending on experience.

A monthly Winnipeg Transit EcoPass, or financial equivalent for cycling or walking, is provided through Green Action Centre's 'Active Transportation Benefit' policy.

How to Apply and Deadline

To apply to this posting, please email your resume and cover letter to info@greenactioncentre.ca with "Indigenous Programs Outreach Coordinator" in the subject line. Be prepared to provide writing samples or deliver a short presentation to demonstrate communication skills if you are selected for an interview.

Due to the nature of this project, preference will be given to Indigenous candidates meeting the qualifications. Please self-identify upon applying, if you are comfortable doing so.

Deadline for applications: Friday, November 22, 2019

We appreciate all applications. Only candidates selected for interviews will be contacted.