



Green Action Centre seeks an Active and Safe Routes to School (ASRTS) Project Coordinator

Program: Active and Safe Routes to School (ASRTS)

Organization: [Green Action Centre](#)

Location: Winnipeg, MB

Term: This is a full time one-year term position at 35 hours per week with a possible extension.

The position is with our Active and Safe Routes to School program, which has been working in Manitoba for over a decade to encourage Active School Travel through presentations and dialogue, events, school travel planning and other related programming. Walking and cycling as a means of transportation are on the decline in Canada due to an increased dependence on vehicles and a decades-long trend toward more sedentary lifestyles. **We're here to change that!**

We envision a province where kids walk and bike to school on safe routes, creating improved student health and helping to reduce traffic congestion, greenhouse gas emissions and air pollution.

Position Description: Green Action Centre seeks a collaborative, energetic, flexible and well-organized individual to fill an important role on our ASRTS team. The coordinator will support the ASRTS program's goal to increase children's mobility and to engage youth in environmental education specifically related to the environmental impacts of driving. The coordinator will work with schools and other stakeholders to encourage and help implement sustainable school travel, develop resource documents, lead or assist with the coordination of school related events and presentations, as well as build partnerships and collaborate with others to advance related policies and program ideas.

Organizational Background: Green Action Centre is an environmental non-profit organization, based in Winnipeg and serving Manitoba. We are a registered charity, governed by an elected board of directors, with a core group of passionate, dedicated staff. We promote greener living through environmental education and encourage practical green solutions for households, workplaces, schools, and communities. Our primary areas of program delivery are green commuting, composting and waste reduction, sustainable living, and resource conservation. We are located on Portage Avenue in the heart of downtown, and are part of the EcoCentre on the 3rd floor of the Mountain Equipment Co-op Building.

Responsibilities: In cooperation with other ASRTS and Green Action Centre staff, the Project Coordinator will have the following duties and responsibilities:

- Support and implement the strategic direction identified for the program as articulated in program work-plans and grant agreements.
- Support the team's work with schools to encourage sustainable travel to and from school year-round through surveys, telephone conversations and site visits, which includes sharing relevant resources and program ideas found in the ASRTS Program Handbook.
- Organize and promote participation in the annual Bike to School Month as well as support the program's other sustainable transportation events and promotions.

- Help prepare and distribute monthly e-newsletter called “Off On the Right Foot”.
- Work with team to staff displays and deliver presentations as needed.
- Collaborate with the ASRTS team to update existing ASRTS print and digital resources, and create related content on Green Action Centre’s website, blog posts and social media.
- Liaise with various related committees and working groups, and maintain and build key relationships with partners at the local, provincial and national levels.
- Convene and work with a variety of stakeholders including parents, engineers, planners, teachers and others.
- Prepare and/or contribute to writing of funding proposals and reports.
- Maintain budget and track expenditures.
- Contribute to the broader portfolio of Green Action Centre’s work to help Manitobans live green and live well.
- Other duties, as assigned.

Qualifications: Must be self-motivated, reliable, professional, and a team player. Key qualifications include:

- Knowledge and/or experience in sustainable transportation
- Practical experience in public education, community relations, or non-profit program management
- Success in developing strategic partnerships and/or building networks
- Experience in organizing promotional events and creativity in developing engagement activities
- Demonstrated ability in public speaking, presentations and/or public engagement
- Positive work attitude and team player as well as ability to work independently with limited guidance
- Strong interpersonal skills
- Outstanding written and verbal communication skills
- Experience with project management and knowledge with budgeting, bookkeeping and reporting
- Excellent time management and organizational skills
- Experience working with youth, teachers, parents, and administration in a school setting an asset
- Understanding of municipal and urban planning and policy processes an asset
- Familiarity with WordPress, Mail Chimp, Survey Monkey, and social media platforms an asset
- Bilingualism (English and French) considered an asset

Term Position: One year term estimated to begin November 20, 2017 with likely extension subject to mutual agreement between the parties and the status of project funding. This position works with ASRTS program coordinators and reports to the Executive Director.

Remuneration: \$19.75/hour (35 hours/week). A monthly Winnipeg Transit EcoPass, or financial equivalent for cycling or walking, is provided through Green Action Centre’s ‘Active Transportation Benefit’ policy.

Deadline: 4:00 pm CST, Monday, October 16, 2017

To Apply: Applications will be accepted by e-mail only. No phone calls, please.

If this opportunity interests you, please email your cover letter and resume to Lea@greenactioncentre.ca with “ASRTS Project Coordinator” in the subject heading.

Please note in your application if you are a graduate from a post-secondary institution within the last three years; and are between the ages of 15-30.

For more information on Green Action Centre and our programs, please explore our [website](#).