



**Green Action Centre seeks Sustainable Transportation Program Coordinator
(Commuter Challenge and Workplace Commuter Options)**

Title: Sustainable Transportation Coordinator

Location: Winnipeg, Manitoba

Term: 1 part-time position at 21 hours per week (may expand to full-time depending on funding)

Salary: \$20.52/hr

Application Deadline: 4:00 p.m. CDT on February 11th, 2024

Green Action Centre seeks an independent, energetic and well-organized individual to join our sustainable transportation team.

Programs: Sustainable Transportation programs at Green Action Centre include Active and Safe Routes to School, Commuter Challenge, and Workplace Commuter Options.

Position Description: This position will focus on engaging workplaces, employees and community organizations to make active and green transportation options both appealing and within reach. The coordinator supports Green Action Centre's goals of reducing Manitoba's environmental impacts and related GHG emissions from driving personal vehicles by increasing walking, cycling, public transit and carpooling as preferred and accessible modes of travel.

Key priorities:

- Organize and promote our annual Commuter Challenge event in June and our Jack Frost Challenge in February
- Assist with the delivery of our Workplace Commuter Options program (WCO), specifically amplifying our province-wide ridematching tool, GoManitoba

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 focus are green commuting, composting and waste reduction, sustainable living, and resource conservation. We also run a social enterprise, Compost Winnipeg, which collects commercial and residential organic waste in Winnipeg. We are located in the heart of downtown. Our office is located on Treaty 1 territory and the homeland of the Métis Nation.

Responsibilities

In collaboration with the Sustainable Transportation team, the Coordinator will have the following duties and responsibilities:

(1) Commuter Challenge and Jack Frost Challenge:

- Develop a work plan based on the timeline and activities of prior years
- Coordinate and build participation in the Jack Frost Challenge in February; and recruit and build workplace participation in the Commuter Challenge, including connecting with 300+ participating workplaces
- Sponsorship management, both maintaining existing sponsorship relationships, and developing new marketing and partnership opportunities
- Promote Challenge events, including overseeing print and electronic advertising and securing media coverage



- Secure and manage distribution of prizes for participants, including soliciting donations for prizes from local businesses
- Work with event firm to help coordinate logistics for Commuter Challenge key event activities, such as the event media launch and the awards luncheon
- Maintain participation and event records and prepare reports for funders and sponsors
- Speak to media outlets and publications about current projects when requested. May include radio, live TV and pre recorded news stories
- Manage the project budgets and monitor expenses to ensure budget is on track
- Prepare and distribute a follow up survey for Commuter Challenge workplace coordinators, and respond to information requests
- Willingness to collaborate with other coordinators on a variety of projects
- Other duties, as assigned

(2) Workplace Commuter Options Program

- Work with the team to coordinate and deliver workshops, presentations, half-day training sessions and keynote speaker events tailored to workplace ambassadors from a variety of organizations, specifically sustainability, wellness and HR managers; program content focused on Transportation Demand Management (TDM) initiatives, transit tools, bike route planning, site assessment, and behavioral change theory
- Support the promotion of and increased participation in Green Action Centre's GoManitoba ridematching app, including contests to increase new users and subscribers, and outreach to workplaces to increase workplaces with sub-sites
- Assist with the delivery and reporting of employee commuting surveys, working closely with workplace representatives and IT consultants
- Staff displays and delivers presentations, including participation in events put on by Bike Week, the Winnipeg Chamber of Commerce, the Downtown BIZ, etc.
- Contribute to the broader portfolio of Green Action Centre's work to help Manitobans live green and live well
- Other duties, as assigned

Key Qualifications:

- Knowledge of sustainable transportation (green commuting and active transportation)
- Experience working collaboratively, specifically at the community level and/or with non-profits
- Minimum 2 years experience in program delivery and/or event planning and project coordination, including budgeting
- Strong communications experience, including media campaigns and event promotion
- Takes initiative and is proactive in starting and maintaining tasks
- Demonstrated ability in public speaking, and with presentations and displays
- Strong written and verbal communication skills, with ability to create compelling and well written materials for various audiences
- Demonstrated ability in working with sponsors and partners
- Active knowledge and comfort with the use of WordPress, Mailchimp and social media
- Above average attentiveness to detail
- Strong interpersonal skills, team player
- Organized, deadline driven and excellent time management skills
- Able to work independently and without close supervision

Assets:

- Bachelor's degree in Environmental Science, Urban Planning, or related field
- Diploma or certificate in creative communications or social media marketing
- Experience in facilitation, partnership development, and working with diverse communities
- Knowledgeable about rural/northern Manitoba communities
- Knowledge of local and provincial sustainability and environmental issues
- Ability to speak and write in French

Attributes

- Self-driven and proactive; goes the extra distance to get something done
- Professional, punctual, and reliable
- Positive, values driven; inspires others, and actions align with our mission
- Innovative, resourceful and focused on solutions



Working conditions

- Position is based in Green Action Centre's office at 286 Smith St #300, Winnipeg
- Regular office hours, with some evenings and weekends required in times of heavy deadlines or for special events (following public health guidelines)
- Must be comfortable working in an open office environment and spending significant time at a desk working with a computer
- Option of hybrid working conditions is available

Diversity and Inclusion

Green Action Centre is committed to being an inclusive organization and is working to better reflect and represent the diversity of the communities we serve. We encourage members from the following communities to apply and self declare in your application:

- Indigenous, Black, People of Colour
- Immigrant or refugee
- People with disabilities
- LGBT2SQ+

Being a member of an equity group is among our hiring selection criteria. Your declaration of membership in any of these groups will remain confidential.

Position & Application Details

Term: Anticipated start early March, 2024. The position reports directly to the Sustainable Transportation Team Lead and to the Executive Director.

Remuneration: \$20.52/hr based on a 21 hour work week with the possibility of expanding to full time depending on funding. Green Action Centre provides a flexible schedule, includes a Winnipeg Transit EcoPass (or financial equivalent for walking/biking) as part of our "Active Transportation Benefit" policy, and provides a Health & Benefits program (after 3 months employment).

Deadline: 4:00 p.m. CDT, Sunday, February 11th, 2024 or until a suitable candidate is found.

To Apply: Submit resume and cover letter to hiring@greenactioncentre.ca with "Sustainable Transportation Program Coordinator" in the subject heading. Applications will be accepted until the deadline by email only.

Please note to be an eligible candidate you must be a Canadian citizen, permanent resident or have Canadian refugee status. Candidates of all ages are encouraged to apply. However, please note in your application if you are a post-secondary graduate between 18-30 years of age, which qualifies you for Eco Canada's wage subsidy program.

While we thank all applicants for their interest in the position, only those selected for an interview will be contacted. No phone calls, please.

For more information on Green Action Centre and our programs, please explore our website at www.greenactioncentre.ca.

