



Seeking Community Engagement Coordinator - First Nations Waste Minimization

Are you energetic, creative, highly organized, and detail-oriented?

We are seeking an individual to fill the role of Community Engagement Coordinator with our First Nations Waste Minimization team. If you are strong on environmental education and social media, and keen to support Manitoba First Nations in their efforts to reduce waste and enhance recycling, this is the opportunity for you.

Position: Community Engagement Coordinator, First Nations Waste Minimization Program

Location: Winnipeg, Manitoba

Term: This posting is for one full-time position at 35 hours per week.

Remuneration: \$19.75 per hour based on a 35-hour work week. Staff also receive a fully subsidized Winnipeg Transit Eco-Pass, or equivalent value for cycling or walking, as well as a Health & Benefits program after 3 months.

Application Deadline: Sunday, January 29, 2023

Due to the nature of this program, the position is directed to Indigenous applicants meeting the qualifications. Please self-identify in your letter if you are comfortable doing so.

Position Summary: 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 Community Engagement Coordinator will also play a key role in the delivery of community events, developing and posting social media content, and play 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 the general public, coordinating social media content, and ideally be familiar with waste minimization and recycling options in Manitoba. Informal training on waste reduction will be provided.

To learn more about the First Nations Waste Minimization program, please visit:

greenactioncentre.ca/first-nations-waste-minimization

About Green Action Centre: We are an environmental, non-profit organization focused on providing education and practical solutions for sustainable living. For over 35 years, Manitobans have looked to us for information on sustainable transportation, composting and waste reduction, and resource conservation. We are governed by an elected board of directors, with a core group of passionate, dedicated staff that promote greener living and down to earth solutions related to climate change, sustainable transportation, overconsumption, and waste reduction for households, workplaces, schools, and communities. We also run a social enterprise, Compost Winnipeg, which provides organic waste collection services for residences, businesses, and multi-family dwellings in the Winnipeg area. Our office is located on Treaty 1 territory and the homeland of the Métis Nation in the heart of downtown Winnipeg. Find more information at:

greenactioncentre.ca

The Role & Responsibilities

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

- Coordinate presentations with First Nation schools in Manitoba and travel to those communities to deliver presentations to students and teachers. This may require overnight travel.
- Develop waste-minimization presentations and activities for students that are age-appropriate, culturally relevant, dynamic, and interactive.
- Assist with logistics, planning and delivery of community/public events in various First Nation communities. This may require overnight travel.
- Take a lead role in creating and posting social media content, blog posts, and other digital or print resources.
- 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 content for communication and outreach, e.g. posters, fridge magnets, radio ads, tabling activities, videos, presentations.

- Meet and work with a variety of stakeholders including community members, landfill staff, teachers, youth, and others.
- Assist with the development of print or digital resources to support landfill staff, Chief and Council, teachers and community champions in their waste minimization efforts.
- Assist Pathfinders to draft community funding proposals or reports in collaboration with the community to support waste diversion and management.
- Participate in meetings of the Manitoba Pathfinders Advisory Committee as needed, and maintain or build key relationships with partners.
- Work from Green Action Centre's office in downtown Winnipeg (300-286 Smith St.).
- Contribute to the broader portfolio of Green Action Centre's work to help Manitobans live green and live well.
- Other duties, as assigned.

The position reports to the Lead Community Pathfinder, and in turn to the First Nations Waste Minimization Program Coordinator. The Manitoba Pathfinder Advisory Committee provides project oversight, with Green Action Centre administering the project overall. Membership of the Advisory Committee includes representatives from Indigenous Services Canada, Producer Responsibility Organizations, and Manitoba Environment, Climate and Parks.

Knowledge, Experience and Characteristics:

The successful candidate will be motivated, a self-starter, reliable, positive, professional, and able to work both collaboratively and without close supervision. Key qualifications include:

- Practical experience (paid or volunteer) in public education and community engagement.
- Excellent written and presentation skills, with demonstrated ability in public speaking.
- Practical experience organizing community events and creativity in developing public engagement activities and resources.
- Demonstrated experience with Facebook, Instagram, Word, PowerPoint, Excel (and/or Google Drive).
- Ability to listen actively to and respect, consider and incorporate the views of others.
- Ability to think creatively to find solutions and see opportunities.
- Capable of being flexible with last minute changes and dealing with uncertainty.
- Possess strong facilitation and collaboration skills.
- Possess solid organizational and time-management skills.
- Demonstrated experience with using a budget and resources in a transparent and accountable manner.

Language:

- Ability to communicate in written and verbal format in English is required.
- Ability to communicate in Cree, Dakota, Dene, Inuktitut, Oji-Cree, and/or Ojibway is considered a strong asset.

Other Requirements:

- Willing to work irregular hours (evenings, weekends) as needed.
- Able and willing to travel extensively and overnight within Manitoba.
- Valid Class 5 Manitoba Driver's License (asset).

A laptop, computer and office space will be provided, and travel costs will be covered.

COVID-19 Considerations:

Green Action Centre follows and/or exceeds Manitoba Public Health COVID-19 guidelines and protocols. Double vaccination is a condition of employment except for acceptable, documented medical exemptions.

Diversity and Inclusion

Green Action Centre is committed to developing a diverse team and is working to better reflect and represent the diversity of the communities we serve. Members from the following communities are encouraged to apply and self-declare in your application. Due to the nature of this position, preference will be given to candidates who identify as First Nations or Métis.

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

Application Procedure

Application Deadline: Please submit your application by **Sunday, January 29, 2023**.

To Apply: Send your resume and cover letter by email to fnwm@greenactioncentre.ca with "Community Engagement Coordinator" in the subject heading.

No phone calls, please. We thank all applicants for their interest, however, only those who are selected for an interview will be contacted.