

SUSTAINABLE URBAN NEIGHBOURHOODS (SUN)

PROGRAM COORDINATOR

Term: 30-37.5hours/week, 20-month contract (ends December 2019); 3 month probationary period; primarily Monday through Friday, but may require some evening and weekend work

Compensation: \$18.50/hr - benefits are available following the probationary period

Desired Start Date: March 26th, 2018

Reporting To: The SUN Program Coordinator is an employee of GreenUP, reporting to the Manager of Water Programs

Project Background:

This position involves the coordination of the SUN program, alongside the Water Programs Coordinator.

In association with the TRCA's SNAP Program, SUN is a collaborative, neighborhood-based solution for urban renewal and climate action. It prioritizes community-led interests and aligns them with local plans to achieve multiple outcomes.

SUN is connecting and working with residents, neighbourhood groups, and community partners in two neighbourhoods to create, offer, and implement a menu of sustainable action options that meet the unique priorities of each neighbourhood, in the public and private realms. By reframing environmental projects to incorporate a more meaningful connection between individual, neighbourhood, and local priorities, SUN hopes to generate and support creative neighbourhood-led solutions that garner more support for implementation and maintenance.

Key Responsibilities:

- 1. Overall Program Planning:** Support the ongoing development of a SUN Program Plan, which outlines program scheduling, monitoring, communications, and evaluation approaches for the project period.
- 2. Program Outreach & Communications:** Work alongside GreenUP's Communications & Marketing Specialist, to lead outreach and communications efforts related to the SUN program. This will include significant in-person outreach, engagement, relationship-building, and community development within the program neighbourhoods.
- 3. Neighbourhood-Specific Action Plan Development:** Work with the Water Programs Coordinator, the Water Programs Manager, and project partners to lead the development of a conceptual Action Plan for each neighbourhood, based on the SNAP planning process; support the creation of Demonstration or Quickstart Implementation Plans for the neighbourhood interventions to be undertaken within the project period.
- 5. Implement Neighbourhood Interventions:** Work with GreenUP Staff to lead the development of detailed intervention designs (garden design, tree planting maps, etc.); liaise with residents and the municipality to obtain necessary approvals; secure all necessary materials for interventions; coordinate with sub-contractors and labourers; and, lead the implementation and remediation of both high and low intensity interventions (could include installing rain gardens, pollinator gardens, food gardens, tree plantings, hardscaping, etc.) over the project period.
- 6. Monitor & Evaluate Program:** Implement program evaluation in keeping with SUN Program Plan. This includes initial, ongoing, and post-implementation data collection; project monitoring; data analysis; and information dissemination, including reporting and the development of case studies.
- 7. Neighbour & Volunteer Education and Engagement:** Lead the development and implementation of educational resources and programming for residents and volunteers, and support volunteer recruitment, training, and retention.

Qualifications:

- Post-secondary degree in related field and/or a minimum of 2-years relevant experience
- Project coordination experience working in the non-profit sector, with proven experience in executing project plans, adhering to project budgets, and meeting project deadlines
- Experience working in community to generate consensus, advance shared goals, and build strong relations
- Knowledge of local species, landscaping and gardening best-practice, low impact development, permaculture principles, and other knowledges related to the implementation of SUN project interventions considered an asset
- Adept at engaging effectively and comfortably with a variety of stakeholders of diverse interests and backgrounds
- Excellent communication skills (both verbal and written)
- Skilled at active listening and creative at solving community-identified problems
- Experience in developing and organizing public outreach events
- Community knowledge and experience in Peterborough is considered an asset
- Competence with Data Entry Management tools and Adobe Illustrator considered an asset
- Be reliable, organized, and punctual

How to Apply:

Please submit a cover letter and resume, as a single PDF, to heather.ray@greenup.on.ca with the following subject line: "SUN Coordinator Application".

Submission Deadline: Monday March 19th, 2018 at 5:00 p.m.

We thank all candidates for applying; only candidates selected for an interview will be contacted.

To perform the essential functions of this role, the Coordinator will be required to complete physically demanding tasks, including: lifting, shoveling, bending, kneeling, pulling, and carrying. The Coordinator should be able to lift a minimum of 40 lbs. GreenUP invites applications from anyone who feels they meet the qualifications of this posting. Women, People of Colour, Indigenous People, visible minorities, LGBTQ+ persons, and people with disabilities are encouraged to apply.