

**Position:** Program Coordinator, Green Business Peterborough Program

**Organization:** GreenUP

**Location:** Peterborough, Ontario

**Position Posting and Information**

**Position Title:** Program Coordinator, Green Business Peterborough Program

**Employment Definition:** 5-Month Contract Position (August 10, 2015 to December 31, 2015)

\$ 18.00 per hour

22.5 Hours per week

**Supervisor:** This position will report directly to the Executive Director

**Position Goal:** To maintain and grow the Green Business Peterborough Recognition Program and website providing support to local business participating under the Save On Energy Incentive Programs and to network and engage with local business associations on sustainable business initiatives. To engage with local businesses, community groups and organizations for involvement in the Climate Change Action Plan for the City and County of Peterborough.

**Position Summary:** GreenUP is seeking Business Program Coordinator in the Energy Efficiency Department. The program coordinator will be the front line contact for small and medium size businesses offering advice and services that support adopting sustainable initiatives, recognizing and promoting Green Businesses in Peterborough. The major areas of responsibility for this position include: front-line business support, research, website maintenance, resource development, e-blast newsletter and recognition article writing, community engagement and general administrative duties. This contract position will begin immediately and end Dec 31, 2015. The position will report directly to the Executive Director and will consist of a 22.5-hour workweek.

**MAJOR RESPONSIBILITIES/DUTIES:**

1. Act as initial point of contact for local businesses on the Business Support Line to inquiries and requests or directing as appropriate.
2. Provide information regarding programs, incentives, resources and initiatives to local businesses.
3. Review existing research and develop support materials and resources based on necessary program components.

4. Maintain and update website and Green Business Peterborough Directory and resources links.
5. Day-to-day operations of the program and reporting on deliverables.
6. Attend steering committee meetings, record and prepare minutes and ensure follow up on action items.
7. 7. Assist the engagement team of the Sustainable Peterborough Climate Change Action Plan by attending community events and meetings to announce the CCAP plan and survey attendees.
8. 8. Liaise and report to the engagement team on engagement deliverables and outcomes
9. 9. Publicity, media releases, social media, and marketing promotion of the Climate Change Action Plan
10. 10. Other duties as assigned.

**Necessary qualifications:**

- Demonstrated understanding of superior customer service practices.
- Excellent, demonstrated research skills.
- Demonstrated ability to assess, interpret and communicate research results.
- Excellent verbal and written communications skills
- Strong planning, organization and coordination skills
- Ability to work within the limitations of a non-profit environment and adapt to change and opportunity
- Strong interpersonal skills and sensitivity, tact and good humour when dealing with the public as well as a clear understanding and demonstrated ability for diplomacy and confidentiality are required.
- Sound knowledge of MS Office applications, especially Word and Excel; some Illustrator and website development experience would be an asset especially word press
- Confidence in social media outreach in a professional capacity utilizing facebook, twitter and instagram
- The demonstrated ability to take initiative is essential. Demonstrated ability to work cooperatively with others in a complex and multifaceted work environment. Multitasking skills are essential.
- Related post-secondary degree in business/environment studies/sustainability and/or, demonstrated understanding or 2 years experience in related field.

- Proven ability to bridge private sector business and social/environmental views on sustainable community

#### Maintenance and Update of the website and social media

- Add and format pictures, articles and success stories of Green Businesses
- Update the website resources with up to date and current efficiency and sustainable practices tips and case studies
- Ensure that PDI Save On Energy links and conservation programs are recommended and promoted clearly
- Adding partner and contributor logos to the website
- Work with GreenUP's Communications and Marketing Specialist to promote businesses on GU social media and website
- Promote green businesses through recognition articles, posts and tweets.

Liaise with existing and recruit new Green Business Peterborough small and medium size businesses, including:

- Reviewing on-line applications for areas of opportunities of savings
- Give recognition package to each Green Business (decals, plaque, web logo for use)
- Add the Green Business Listing to the directory
- Meet with the Economic Development Working Group of Sustainable Peterborough (SPBI)

#### Climate Change Action Plan Engagement

- Become familiar with the climate Change Action Plan engagement strategy
- Attend events in the townships, first nations and city to announce and survey CCAP
- Facilitate workshop and workshop- in-a-box to community groups
- Present engagement findings to the Sustainable Peterborough steering committee and municipal council
- Valid driver's Licence
- Willingness to work evenings and weekends

#### **How to apply for this position:**

Submit cover letter, resume, and contact information for three references through email to: [peter.hughes@greenup.on.ca](mailto:peter.hughes@greenup.on.ca) **Deadline to apply is August 4, 2015 at 6 p.m.**