



**Job Title:** Sustainability Educational Events Program Coordinator

**Wage:** \$12.00/hr

**Category:** Summer student, full-time

**Hours:** 35.00 hours per week

**Employment term:** Minimum 8 weeks

**Job Purpose:** The Sustainability Educational Events Program Coordinator will contribute to the creation of programming and events, with an emphasis on local priorities of promoting sustainability in businesses and other organizations.

**Duties and responsibilities may include:**

- Work with Sustainable Hamilton Burlington members to identify their training needs with respect to triple bottom line (environment, social, economic) sustainability.
- Identify experts in various sustainability-related fields as possible speakers for SHB events
- Develop workshops and other programs to help businesses reduce their energy, water, and materials consumption to minimize their overall environmental impacts and create social value
- Assist with the planning and implementation of the annual Evening of Recognition
- Create an implementation schedule for the 2017-18 programming year - including identifying venues and other aspects of event delivery

**Requirements:**

This position is open to post-secondary students between the ages of 18 and 30 who were full-time students in the past year and will be returning to school this coming year. The availability of this position will be dependent upon confirmation of Canada Summer Jobs funding.

**Qualifications:**

The successful candidate will have the following qualifications, traits and abilities:

- Advanced education in sustainability, business, communications, and/or environmental science (3rd or 4th year undergraduate or post-graduate studies)
- Positive, optimistic outlook and passionate about sustainability
- Understands and can communicate the business case for sustainability in business terms

- Excellent verbal and written communication skills - confident and professional when corresponding with professionals, both internally and externally
- Highly organized with exceptional time-management skills
- Self-motivated, works well independently but thrives on teamwork
- Able and enthusiastic collaborator with other team members
- Service-oriented and aims for complete client satisfaction
- Analytical, scientific in approach to finding new solutions and problem-solving

**Remuneration:**

This position is full-time - 35 hours/week for a minimum of 8 weeks at \$12.00 per hour.

**Location of Work:**

Sustainable Hamilton Burlington's office is located at 126 Catharine Street North in Hamilton (Seedworks Urban Offices), although there is flexibility to work from home on occasion. Some travel to member's offices, off-site meetings, or events may be required.

**Our Commitment:**

Sustainable Hamilton Burlington provides a rewarding and mutually beneficial experience for our Interns. We will strive to gain an understanding of each Intern's career and personal aspirations as they relate to their work with SHB and do whatever we can to support these goals. This can include (but not be limited to) providing training and mentoring, facilitating networking to promote learning opportunities and contact with businesses/professionals for career advancement and personal development. Overall, we endeavor to provide a culture that promotes positive professional and social interactions with other like-minded volunteers that leads to camaraderie and enhanced learning.