



Public Education and Outreach Coordinator position

CCC Employment Opportunity

Summary

Below is the description of duties for the available Public Education and Outreach Coordinator position at Climate Change Connection (CCC).

Climate Change Connection – Public Education and Outreach Coordinator

Term: 12 months (April 2010 – March 2011), possible extension

Hours: part time, 18 hours/week

Salary: \$17,000 - \$18,000/year, commensurate with experience

Start Date: April, 2010

CLOSING DATE: March 22, 2010

Climate Change Connection

Climate Change Connection (CCC) is a public education and outreach organization building awareness and empowering Manitobans to take action to reduce their greenhouse gas emissions, both individually and as a community. The Connection assists Manitobans with making the changes necessary to live more sustainable and climate-friendly lifestyles.

Job Summary

The Public Education and Outreach (PEO) Coordinator will partner with CCC's two Project Managers to deliver CCC's Phase Nine business plan. Primary areas of responsibility are the coordination of community outreach initiatives, delivering presentations, researching and writing print and electronic information pieces, and aiding in the delivery of the anti-idling initiative.

Job Duties and Responsibilities

1. General Duties

- Deliver presentations to the general public
- Seek display opportunities and staff display
- Answer public inquires, referrals to and between stakeholders, distribute climate change information material, and network with partners
- Build and strengthen a network of partners working on climate change education and action
- Research, design, and write information pieces on climate change topics and "climate-friendly" living for print and electronic distribution
- Review, update and provide content for www.climatechangeconnection.org

- Contribute to reports to funders, ensure budgets are followed, and assist in the writing of the business plan
2. Community Outreach
 - Continue partnerships with municipalities and community programs
 - Organize and deliver community awareness workshops and projects
 - Generate materials to assist communities in climate-friendly initiatives
 3. Anti-Idling
 - Organize and promote the anti-idling project
 - Provide presentations and assistance to Manitoba schools and communities
 - Package and arrange Idle-Free Zone signs for shipping

Job Qualifications:

The candidate should possess an undergraduate degree in biology/natural science, geography, environmental science, or a related field. Previous experience in an environmental field (especially if related to climate change), event coordination and delivery, outreach education, and business administration would be assets. Requires the ability to work independently and organize their personal workload. Must have excellent oral & written communication skills. Proficient with computers and computer software packages (Word, Excel, PowerPoint), and internet navigation and research. Knowledge and experience with Adobe Creative Suite is an asset. Previous experience in the non-profit sector is also an asset.

Please submit a cover letter detailing your suitability for this position, and a current resume to:

Climate Change Connection
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Fax: 204-989-8476
E-mail: climate.connection@mts.net
www.climatechangeconnection.org

We thank everyone for applying. Only those applicants selected for an interview will be contacted.