



EMPLOYMENT OPPORTUNITY

Conservation Corps NL

In partnership with the

Town of Conception Bay South

(Location: Conception Bay South)



Internship Position: Sustainability Coordinator

This position will play a key role in the implementation of the Town's Climate Adaptation Plan and assist the Town in meeting the objectives set out in its Sustainability Statement. Some examples of initiatives include, but are not limited to: investigating the feasibility and logistics of implementing a variety of programming to support the business and residential community in embracing a green economy, lead the success of the Sustainability Hub, conduct Sustainable Spotlight interviews with the business community; create social media campaign content promoting sustainable practices; act as liaison for the CCNL Green Team and projects under the Conception Bay South Parks Commission; act as the liaison with the Community Garden Committee and Manuels River Community Inc. to support the new root cellar and greenhouse programming administration; assist with the operations of the Economic Development Department; research case studies regarding sustainable initiatives of other municipalities to glean best practices, including community transit programs. This position will play an important role in nurturing relationships with community development and environmental leadership groups in the Town.

Activities and responsibilities of the Community Engagement Assistant will include:

- Investigating the feasibility and logistics of implementing a variety of programming to support the business and residential community in embracing a green economy
- Leading the success of the Sustainability Hub - an innovative platform used to share resources and data with the community; build maps, and tools to tell stories, gain insights on the community's sustainability, and become more resilient to the future impacts of climate change
- Conducting "Sustainable Spotlight" interviews with the business community
- Creating a social media campaign promoting sustainable practices
- Act as a liaison between various community groups and youth to support local conservation initiatives as well as support programming administration for the root cellar and greenhouse.
- Assist with the operations of the Economic Development Department
- Research case studies regarding sustainable initiatives of other municipalities to glean best practices, including community transit programs
- Other duties as required

Position is for 12 weeks starting on May 27th

Rate of pay: \$19.00/hr for 35 hours per week

Qualifications

- Strong work ethic, attention to detail and excellent organizational skills
- Superior verbal and written communications skills, fluency in English
- Ability to manage priorities and balance workload while working independently
- Outgoing personality
- Experience creating social media or knowledge of public relations and promotion

- Computer proficiency with MS Office (Word, Excel, PowerPoint), Outlook, and virtual meeting software
- Skills or a comfort level with public engagement and outreach, working with volunteers, and supervising students will be considered an asset
- Community relations experience
- Post secondary or experience in the field of engineering, environmental sciences, biology, climate change, sustainability or a related field will be considered an asset.

Additional Considerations

- Access to own laptop and home office with internet is required
- Access to a vehicle with proper insurance is necessary for the position. Travel will be reimbursed when required to travel for work purposes.

Application Information

PLEASE SUBMIT RESUME, COVER LETTER AND 3 REFERENCES TO ONE OF THE FOLLOWING:

Email: applications@ccnl.ca

Mail: Suite 100, 10 Austin St, St. John's, NL, A1B 4C2

Fax: 709-729-7279

DEADLINE FOR APPLICATIONS IS: MAY 12, 2024

For more information please go to www.ccnl.ca or contact Shelby Beals at sbeals@ccnl.ca