



Ecology North – EcoHome and Environmental Advocacy Coordinator

Application Deadline: August 22nd, 2017

Job Posting:

Ecology North (EN) is looking to expand, and we need someone with strong environmental credentials, and a sharp pen to provide several functions to help expand our organization's reach. This position will be tasked with helping to coordinate our EcoHome efforts, coordinate membership, and lead environmental advocacy work for Ecology North.

Ecology North is aspiring to build or retrofit a new EN office that will be perhaps the greenest building in the Canadian North! Our goals and aspirations are clear, but there is still a long road ahead of us to get there. Although the move is still a few years away, we are looking for an individual who is committed to helping us achieve our goals.

We are also looking for an individual who has knowledge and strength in membership coordination, as our goals are to expand our membership numbers and diversity with a coordinated plan.

Finally, Ecology North wishes to expand our environmental advocacy role in the North. The needs for this will vary seasonally, but will include reviewing and responding to environmental legislation, environmental assessments, developing environmental policy positions and expanding a culture and history of environmental advocacy for EN.

This position will be based in Yellowknife, NWT, and will be a full-time position that will report to the Executive Director of Ecology North. We are looking for someone who has very strong analytical and writing (in particular, proposal writing) skills, project management and organization skills, and who is good with numbers, and has a basic knowledge of building design, and a love of the environment for this challenging but rewarding position.

If this sounds too good to be true, continue to read the rest of this job description and send us your resume!



The Organization:

Ecology North is a charitable, non-profit organization that was formed in 1971 to support sound environmental decision-making on an individual, community and regional level. Ecology North has grown from a volunteer driven organization to one that includes ten staff members with two offices – one in Yellowknife and one in Hay River. Ecology North's mission is to bring people and knowledge together for a healthy northern environment. Ecology North staff are highly effective independent workers who also support one another as a team. We have five main project streams: water stewardship, climate change mitigation and adaptation, waste reduction, local food sustainability and environmental education.

EcoHome Project Background

Ecology North has a vision for a new/retrofitted building that will host both ourselves and potentially a partner organization, but that could also demonstrate, evaluate, and report on the most progressive environmental standards of today – those of the Living Building Challenge.

Living Buildings <https://living-future.org/lbc/> are regenerative buildings that connect occupants to light, air, food, nature and community. They are self-sufficient and remain within the resource limits of their site, and create a positive impact on the human and natural systems that interact with them. Living Buildings reflect principles of place, water, health and happiness, materials, equity and beauty. To achieve accreditation under the LBC, Ecology North would have to work closely with the LBC team, designers and builders to meet the steep challenge of a living building that is successful in the harsh environment of Yellowknife, and to demonstrate that buildings can be built within and celebrate the constraints of the environment within the realities of extreme northern environments.

This building itself, and the lot it is on, will have to serve all of Ecology North's needs, including offices, an outdoor garden, a board room, and workshop space for demonstrations, experiential learning and project work – as well as space for our partner organization, which will co-own the building with us.

Ecology North has an active and strong EcoHome Committee with whom the new staff person would work closely with. Providing researching, technical support, minute taking and other requirements for committee members would be part of the position.

This project will require broad community support and will include many people and organizations. Someone with good communication skills, who is organized, a good writer, and efficient with their time and coordinating others is required.

Potential Work Duties:

The successful applicant will wear several hats. Roughly 50% of the position's time will be working on the EcoHome file, 30% for environmental advocacy and 20% for membership expansion. When time permits there may be opportunities for other EN project work, or general administrative duties.

EcoHome Committee

- Being present at the bi-weekly EcoHome Committee meetings, taking minutes, and providing support to the committee.
- Becoming an 'expert' on the Living Building Challenge (LBC), and being the point person with the LBC organization for Ecology North. This will include starting the certification process and doing the data management, letter writing, early concept development etc.
- Fundraising, will be a significant part of the position, and will include writing many fundraising proposals at a high level of competency. Other fundraising avenues may also include crowdsourcing, event organization and individual support.
- Building and maintaining communications about the EcoHome building project will be an important function of the job (Facebook, social media, web and print mediums).
- This position will be constantly evolving as the project comes to fruition. Adaptability and ability to learn on the fly will be important.

Membership Coordination

- Ecology North will be carrying out a membership drive in the Fall of 2017, with a goal to increase memberships in Yellowknife and throughout the NWT.
- Roughly a quarter of this position will be spent helping to organize and support a membership drive.
- This will include database management, communications and coordination of membership.
- There is a small membership committee that will help with this project.
- This project will work closely with the Executive Director with administrative support.

Environmental Advocacy

- Review, understand and provide comments to new GNWT environmental legislation released this fall.
- Promote active transportation and urban planning initiatives with the City of Yellowknife.
- Develop policy position papers for Ecology North on a variety of environmental topics.
- Promote environmental activism among Ecology North supporters and the broader

- community.
- Participate and engage in our environmental advocacy roles when needed.

Qualifications Required:

Education:

A university degree or college certification in Environmental Studies, English, Engineering or other would be considered an asset.

Skills and Experience Required:

- Excellent **professional writing experience** and proven proposal writing skills and experience.
- Strong demonstrated organization skills.
- Experience and skills in fundraising.
- Experience using social media to engage the public.
- Excellent written and oral communication skills and research experience.
- Strong analytical skills with experience with databases, excel, word and google docs.
- A strong understanding of Yellowknife and NWT context.
- A track record of managing projects with deliverables completed to a high quality within budget and on time.
- A successful track record of planning, organizing, carrying out and evaluating public workshops and events.
- A valid drivers license is an asset but not required.

Aptitudes:

- Interest in learning more about the environment is crucial to this position. You are not required or expected to know everything about everything, but you must be open and excited about learning, and passionate about protecting the environment.
- Project management and an understanding of building sciences, renewable energies, and energy efficiency.
- Enjoy working and communicating with a wide variety of people.
- Be a self-starter, work independently, but also as a team member.
- Be able to work occasional evening and weekend hours with notice.
- Must be willing to conduct general office administration as required.

Performance Criteria:

- Development of strong working relationships with all relevant organizations, staff, board and committee;
- Excellent written work and ability to research and summarize important concepts and knowledge;
- Ability to secure funding;
- Consistently meeting and exceeding project requirements set out in contracts and contribution agreements;
- Respecting deadlines and budgets; and
- Successfully carrying out the prime functions of the job description.

Term of Employment:

This position will be a full-time contract for 6 months with anticipated extension, depending on the successful generation of additional funding sources. Salary range will be based on experience, but will be competitive. Health benefits and leave allocations are included as specified in the Ecology North personnel policy.

Anticipated Start Date:

- September 4th, 2017, or as soon thereafter as possible.

The position is based in Yellowknife, Northwest Territories.

At the final stage of screening, after interviews but prior to signing a contract, all potential candidate(s) will be required to produce a criminal records check to ensure that no prior conviction may present an impediment to working with vulnerable people. Staff are required to submit an updated criminal records check annually.

Reporting:

This position reports to the Executive Director of Ecology North.



Application Process:

Please submit your cover letter and resume ***no later than midnight, MST on August 22, 2017*** to:

Craig Scott, Executive Director, Ecology North
admin@ecologynorth.ca
867-873-6019
5013 51st Street, Yellowknife NT, X1A 1S5

The successful applicant will need to be available in Yellowknife, as soon as possible, please state your earliest possible availability in your cover letter. All questions related to this posting can be directed to Craig Scott by phone or e-mail.

To learn more about Ecology North, please visit www.ecologynorth.ca!