



## **Ecology North - Environmental Education Project Officer**

### **Job Posting:**

Ecology North is looking for a creative and dynamic Environmental Education Project Officer to start immediately. The successful candidate will contribute to diverse environmental initiatives in the realms of climate change adaptation and mitigation, local food production, waste reduction, water stewardship with an overarching focus on environmental education. The Project Officer coordinates the School Garden Program, and has the opportunity to deliver youth sessions or workshops on a variety of additional subjects like waste reduction, water stewardship, and nature appreciation. As such, they help with a variety of environmental projects, depending on the individual's preferences and aptitudes, with a focus on local food production. We are looking for a highly motivated and productive self-starter. Skills in gardening or foraging, and youth work will be considered a strong asset.

Project officers hold a very important position within Ecology North, as most of our work is related to specific and well-defined projects. This position requires creativity, organization, independent thought, and also some understanding of place-based education. Central to the role is an interest in identifying new possibilities for projects and a willingness to lead them. If you like the idea of building your own job and taking responsibility for projects, this position is for you.

Ecology North is a small team and we all contribute to the overall success of our mission and vision statements, and contribute to the overall operations of the organization.

### **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. Our mission is to bring people and knowledge together for a healthy northern environment. We are located in downtown Yellowknife, and have a mandate to work throughout the NWT and northern Canada.

### **Qualifications:**

#### **Education and Work Experience:**

A university or college degree in a related field. Experience in the North is an asset. Equivalents will be considered.

#### **Knowledge, Skills and Experience:**

Required:

- Ability to work effectively in teams and independently;
- Ability to work in a cross-cultural environment;



- A good understanding of environmental issues and how they relate to the north at the regional, territorial, national, and international level;
- Specific knowledge and skills in local food production
- General knowledge in at least one of: waste reduction, climate change mitigation and adaptation, water stewardship, environmental education;
- Strong computer literacy skills including word processing, spreadsheets and presentations;
- Interest and experience in working with youth; and
- Demonstrated strong communication skills, both written and oral.

**Assets:**

- Experience working in the non-profit sector;
- Experience working on community projects with multiple different partners;
- A successful track record of planning, organizing, carrying out and evaluating public workshops and events;
- Experience writing successful grant applications, managing projects, understanding budgets, and managing time efficiently;
- Experience working in the north and making connections in communities outside of Yellowknife; and,
- A valid drivers' license.

**Other requirements:**

- Interest in learning about environmental issues is crucial. You are not expected to know everything about our focus areas, but you must be open and excited about learning;
- Be able to work occasional evening and weekend hours with notice;
- Occasional travel outside of Yellowknife may be required; and
- Willingness to contribute to the overall vision and mission of Ecology North and contribute to the smooth operations of the organization.

**Terms of Employment:**

This position is a full-time one-year contract with possible extension, depending on performance evaluation and available funding.

Compensation is \$30.69 - \$36.33 per hour based on experience and education.

**Benefits include:**

- Dental and Health coverage,
- A Professional Development package,
- Vacation, Sick and Special leave, and Lieu time,
- Statutory holidays including 3 holiday days between Boxing Day and New Years Day.

Anticipated start date: **January 15th, 2024.**



The position is based in Yellowknife, Northwest Territories. Only those with the legal right to work in Canada will be considered.

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. If the successful candidate has no Northern experience, cultural training will be required and will be provided by Ecology North.

### **Reporting:**

The position reports to the Executive Director, Dawn Tremblay.

### **Application Process:**

Apply by **January 3<sup>rd</sup> at 11:59pm MST** by submitting a cover letter and resume to:

Dawn Tremblay  
[admin@ecologynorth.ca](mailto:admin@ecologynorth.ca)  
867-873-6019  
5016 50<sup>th</sup> Ave, Yellowknife NT, X1A 2P3

To learn more about Ecology North, please visit <http://www.ecologynorth.ca/>