Ecology North
Public Outreach Project Officer

Job Posting:

Ecology North is looking for a Public Outreach Project Officer to join our team.

The successful candidate will plan, organize, and deliver Ecology North events and communication materials relating to diverse environmental initiatives in the realms of climate action, food sovereignty, waste reduction, water stewardship and biodiversity. Our Public Outreach Project Officer needs to be motivated, highly productive, and a self-starter.

Your main responsibilities will include planning, organizing and delivering environmental events, as well as developing and disseminating communications materials. Projects include but are not limited to coordinating Earth Week 2027, Rivers to Oceans Day 2027, and Waste Reduction Week 2027, as well as planning smaller-scale public outreach events in Yellowknife. This position also supports the environmental education program in planning and delivering youth activities.

The Public Outreach Project Officer will write grant proposals for future events, and will have the opportunity to provide direction for future programming.

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 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.

5016 50th Avenue, PO Box 1684, Yellowknife, NT X1A 2P3
p. 867-873-6019 | admin@ecologynorth.ca | www.ecologynorth.ca

Qualifications:

Education and Work Experience:

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

Knowledge, Skills and Experience:

Required:

- A strong ability to develop working relationships with internal and external stakeholders;
- Demonstrated strong communication skills, both written and oral. The job involves developing communication materials for social media, print and other traditional media, educational resources, reports, and public releases.
- A successful track record planning, and delivering, activities for youth and the public;
- Graphic design experience: Canva, Adobe Creative Suite, other if applicable;
- A good understanding of environmental issues and how they relate to the NWT at the regional, territorial, national, and global level;
- A passion or interest in our program areas: waste reduction, food sovereignty, climate action, biodiversity and water stewardship;
- Experience working on community projects with multiple partners;
- Excellent computer literacy skills, including word processing and spreadsheets; and
- An understanding of financial documents including agreements, budgets, invoices, receipts, and reports.

Assets:

- Experience working in the north and making connections in communities outside of Yellowknife;
- Experience coordinating events and volunteers;
- An understanding of the tools a non-profit organization can use to affect individual, societal or governmental change;
- Fluency in French (oral & written) or an Indigenous language; and
- A valid driver's license.

Other requirements:

- Interest in learning about environmental issues is crucial. You are not expected to know everything about our program areas, but you must be open and excited about learning;
- Be able to work occasional evening and weekend hours with notice;
- Be able to travel and work outside of Yellowknife, on occasion; and
- Willingness to conduct general office administration as required.

Term of Employment:
This position is a full-time one-year contract with possible extension.

Ecology North is proud to offer a flexible workplace. The ideal candidate will be hired for 30-37.5 hours/week.

Compensation is $30.77 per hour. Ecology North is committed to providing a living wage to its employees in accordance with Alternatives North's Living Wage reports. Upon hiring, employees will be placed on a step in the Wage Grid based on their qualifications and experience.

Benefits include:

- Dental, health, vision coverage,
- A Professional Development package,
- Vacation, Personal leave and Flex time,
- 16 Statutory holidays including 3 bonus holiday days between Boxing Day and New Years Day.

Anticipated start date: **January 6, 2027.**

The position is based in Yellowknife, Northwest Territories. Only those with the legal right to work in Canada will be considered. We are not able to offer relocation assistance.

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:
The position reports to the Executive Director of Ecology North.

Application Process:
Please submit your cover letter and resume by **Monday, November 30, 2026** by e-mail or in person to:

Ecology North
admin@ecologynorth.ca
867-873-6019
5016 50th Ave, Yellowknife NT, X1A 2P3

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