

Sustainable Concordia

Education and Engagement Coordinator

Hours: 12 hours/week for the summer, 18 hours/week starting September 1st, 2017.

Compensation: \$15/hr

Timeline: One year with the possibility to extend

Supervisors: Sustainable Concordia Board of Directors and Coordinators

Application Deadline: July 19th, 2017 by 5pm

Please submit your cover letter and CV to Sustainable Concordia's Office Coordinator at office@sustainableconcordia.ca with subject line **Education and Engagement - Your Name**

About Sustainable Concordia (SC)

We are an organization that **builds and measures cultures and practices of sustainability** at Concordia University in solidarity with the global community. We believe that fundamental changes need to be implemented. We assess and address challenges of the existing economy based on unlimited growth and exploitation of natural resources and the political system that excludes key stakeholders from participating in decision-making.

By acting locally and networking globally, we achieve sustainability by exploring, creating, and institutionalizing models that function within the earth's carrying capacity. **We aim to enact an expanded political mission for the university**, and redirect decision-making through a multi-stakeholder approach based on transparency and maximum participation.

Position Summary

The Education and Engagement Coordinator's goal is to **facilitate recruitment and engagement** of interns and volunteers, and to develop and organise education-based events and resources in line with SC's campaign goals (workshops, discussions, conferences, popular education). They will **collaborate with other Coordinators** on outreach initiatives, through online resources (social media, mailing list), as well as in-person outreach in the community and on campus. They will develop internship positions based on organisational needs, and **integrate volunteers** into campaign and educational activities and events. They will **assist with internal operations** such as goal/priority setting processes, visioning, budgeting, and developing and implementing SC's action plans.

Task Descriptions:

- Recruiting and supervising for internships and other volunteering needs
- Training and empowering new interns and volunteers: intro to Sustainable Concordia's values, mission and goals, and operational structure
- Overseeing education-based research for current campaigns
- Developing and disseminating educational campaign materials
- Developing and organising workshops and educational events
- Overseeing outreach, facilitation, and curriculum updates for bi-annual Organising Sustainability workshop series
- Developing and organising large events - such as conferences - for current campaigns
- Alongside the External Coordinator, performing outreach for Sustainable Concordia in-person and online
- Organising and facilitating popular education initiatives, as needed
- Managing Co-Curricular Record requests for interns and volunteers (hour tracking and transcript recognition)
- Alongside Communications and Design Coordinator, developing content and strategies to contribute to Sustainable Concordia's volunteer newsletter, and other ways to communicate campaign information and events to our community
- Working closely with Social Media intern(s) to ensure campaign-based messaging and updates
- Attending weekly Sustainable Concordia Coordinators Meetings
- Working with a relevant committee which consists of coordinators, volunteers, and Members of the Board of Directors

Responsibilities Shared with Co-Coordinator:

Representing Sustainable Concordia at University Sustainability Governance Framework Sub-committee meetings, meetings of collective community groups, and campus groups.

Necessary Qualifications:

- Strong organization and time management skills
- Strong interpersonal skills
- Strong speaker, in one-on-one settings, small groups, and large groups
- Strong English speaking skills, including sustainability vocabulary
- Comfort with speaking to strangers about sustainability issues
- Good understanding of global and local Sustainability Issues (Environmental, Social, and Economic), ability to communicate these issues clearly and succinctly
- Experience with non-hierarchical organizations and consensus based decision-making making models

Assets:

- Knowledge of Sustainable Concordia and experience with the organization
- Knowledge of Concordia University and experience working within its bureaucracies
- Functional knowledge of French, including sustainability vocabulary
- Ability to conduct outreach creatively and effectively
- Experience leading teams in conducting outreach. Success with delegation and training a huge asset.
- We prioritize knowledge around decolonial forms of sustainability.

Employment Equity

Sustainable Concordia acknowledges that our society does not value and respect all people equally. We value and are seeking applicants with different perspectives, backgrounds, and experiences to join our organization. We encourage applicants to highlight diverse experiences which are frequently unheard or undervalued in society and traditional job markets. This may include life, work, and/or volunteer experiences.

Sustainable Concordia has an employment equity policy and encourages individuals with diverse experiences to apply. All applicants are considered under this policy, and candidates may be asked to share their understanding of marginalization as it relates to sustainability and personal experience.