



Zero Waste High-Rise Project Coordinator

The Toronto Environmental Alliance is hiring a Project Coordinator for a 12-month contract for the Zero Waste High-Rise Project.

Who We Are:

The Toronto Environmental Alliance (TEA) is a non-profit organization founded in 1988. Our mandate is to promote a greener Toronto for all. We work with concerned individuals, grassroots organizations, professionals, workers, and elected officials. TEA envisions Toronto as a green, healthy, and equitable city with economic activity that sustains our environment. We encourage the participation of local residents to address local issues.

TEA is recognized Canada-wide for our municipal work on climate change, waste reduction, toxics reduction and other issues we believe are critical to the health and well-being of Toronto residents. Our collaborations with the community (eg. community groups, labour groups, small businesses, anti-poverty groups) are cherished and key to our past and future successes.

The Position:

TEA is hiring a Project Coordinator to start in February 2019 for TEA's Zero Waste High-Rise Project. This project will support zero waste efforts in 26 high-rise buildings over 3 years. In addition to tracking success through waste audits, surveys and site visits, we will be digging deep to identify innovative waste solutions for vertical communities, fostering peer learning among high-rise building managers across Toronto, and motivating behaviour change at the household level. This position will play a fundamental role in achieving project deliverables on schedule and on budget. The role requires time-intensive community engagement, frequent site visits and event coordination (including on evenings and weekends) and the ability to travel across the City of Toronto by transit (and sometimes by car) to work off-site at high-rise buildings and other community locations. The position would need to represent TEA and build/maintain relationships with participating high-rise residents, building management, researchers and other project stakeholders. Areas of responsibility are detailed below.

Stakeholder Relations:

- Building relationships with project participants and assisting with recruitment, screening and intake of high rise building project participants
- Reviewing results of interviews, resident surveys and waste audits to identify challenges, needs and interests and providing preliminary stakeholder analysis and suggestions to the Project Manager
- Liaising and maintaining individual relationships with high-rise building staff, board members, green teams and resident leaders

- Facilitating building team meetings, present project objectives and findings, support the development of waste management plans and keep pilot project buildings on track & motivated to achieve goals

Community Engagement & Event Coordination:

- Engaging residents using education and outreach tools, such as door canvassing, information booths, and presentations in project buildings and at community events
- Working with project volunteers as needed for outreach events
- Managing all logistics and providing facilitation support for events, meetings, high-rise building tours
- Working with the Project Manager to design and carry out recognition and peer learning event for current and new project buildings and stakeholders

Research Support:

- Working with university partners to schedule, conduct and review waste audits, resident surveys and interviews with key stakeholders
- Compiling and reviewing waste service data for buildings

Administration & Operations:

- Managing all waste audit, site visit, stakeholder meeting and event logistics Tracking project progress on key metrics using project management and CRM software and providing frequent reports to Project Manager
- Compiling, formatting and editing project data, reports and other resources

Qualifications:

- Demonstrated ability to coordinate projects and programs
- Experience facilitating productive multi-stakeholder meetings, managing complex team relationships and project partnerships
- Familiarity with Toronto's waste collection services
- Knowledge of high-rise residential buildings is an asset
- Valid Ontario G Driver's Licence is an asset
- Experience working within an anti-oppressive framework is an asset

Skills:

- Team builder with skills in motivation, influencing and negotiation
- Good people skills and some experience in public outreach, such as door, street and/or phone canvassing, running an information booth at events, running workshops, etc
- Strong interpersonal skills including problem solving, negotiation, assertiveness and decision making



- Excellent communication skills including verbal and written communication in English, non-verbal communication, oral and visual presentations (including public speaking), and strong listening skills.
- Critical thinker familiar with research techniques including attention to detail (especially with data entry), data analysis, surveying and interviewing
- Administrative skills including monitoring communications (phone and email), data management, filing and project tracking systems.
- Strong time and task management skills and self-motivation to work and learn independently in a fast-paced environment

Terms of Employment:

This is a full-time position (37.5 hours per week) for 12 months at a salary of \$38,541. There is a possibility for contract extension or renewal. Benefits include access to a health benefits fund, paid sick leave, and paid vacation time. TEA provides compensation for project related travel costs.

Application Procedure:

Please submit a letter of interest and resume by 5 pm Wednesday, January 16th, 2019 to the attention of:

Emily Alfred, Waste Campaigner
projectcoordinator@torontoenvironment.org

The Toronto Environmental Alliance (TEA) is committed to employment equity and creating a workplace that represents the diversity of Toronto. TEA is an equal opportunity employer and encourages members of equity-seeking groups to apply. Women, people of colour, people with disabilities, those who identify as LGBTQ2S and those who identify as Aboriginal are encouraged to apply for this position and self-identify. Unfortunately, the TEA office is not wheelchair accessible. However, TEA will make accommodations during the hiring process, upon request, to applicants with disabilities. If contacted, please advise us if you require any accommodation. We thank all applicants for their interest but only those selected for an interview will be contacted within two weeks of the application closing date.