

EcoSuperior is an incorporated environmental non-profit organization, located in City of Thunder Bay, Ontario, and governed by a volunteer Board of Directors. We are mission-driven on building a healthy future for people and the planet. Since 1995, we have been committed to inspiring and empowering change by offering meaningful programs and services, with support from our funders, partners, and community members. We are a certified Living Wage employer and follow a four-day work week.

POSITION: PROGRAM COORDINATOR

Position summary:

EcoSuperior is seeking a creative and passionate individual, to join our purpose-driven team. This permanent full time (32 hours/week) position of Program Coordinator will be inspiring and supporting Waste Reduction events and projects and coordinating various Active Transportation initiatives.

The candidate for this position will have a strong interest or background in the areas of sustainability, with a focus on recycling, composting, plastic use reduction, community clean-ups, and sustainable modes of transportation. Strong communication skills are an asset. It is important that the spirit of our mission “building a healthy future for both people and the planet” is embraced, while also contributing to a healthy workplace culture.

Key Areas of Responsibility:

(Spring Up to Clean Up, Pumpkin Parade, Learn to Ride Bike Lessons, Summer Day Camp, Traffic Gardens)

The Program Coordinator reports to the Co-Executive Directors and is required to perform a range of duties including, but not limited to:

Program Planning

- Participate in preparing proposed workplan(s)
- Research and network to keep up to date with current information on the program area(s)
- Collaborate on the preparation of funding proposals

- Prepare itemized budgets; research sources and secure estimates for program materials required
- Liaise with program partners; attend and chair meetings where necessary
- Set up tracking systems for data collection or tracking deliverables as required
- Design effective program evaluation plan to measure the level of success in accomplishing program goals and objectives
- Research potential and additional program funders and partners

Program Delivery

- Organize and conduct presentations, events, and workshops for the public, schools, and community groups
- Facilitate and chair meetings with project partners, funders, or advisory committees
- Participate as a member of program-related community groups or committees when needed
- Complete workplans as per program deliverables and ensure deadlines and spending requirements are met
- Track program data as required
- Keep supervisor updated on progress
- Prepare program reports and summaries for funders and project partners as required
- Travel to project sites or training opportunities where necessary
- Collaborate and assist with program promotion, advertising, media events and act as media spokesperson when required

General Office Duties

- Answer inquiries from the public specifically to your area of expertise
- Liaise and assist with other program coordinators especially where programs are complementary
- Ensure that all program files are stored, updated and accessible on the office network

- Assist with office maintenance, chores and customer service when required
- Participate in staff meetings
- Assist in preparation and staffing for special events
- Adhere to organization policies and procedures
- Flexibility is key, and you may occasionally cover tasks outside your role, ensuring comprehensive support for our organization's mission.

Qualifications & Competencies

- Willingness to embrace the Mission of EcoSuperior, and contribute to a healthy workplace and team dynamic
- Strong organizational skills; able to coordinate a project from conception to implementation
- Excellent oral and written communication skills; speaking and presentation skills
- Educational background or experiential knowledge in areas of environmental issues, waste reduction, active transportation, and program coordination
- Experience in managing a program budget
- Ability to work both independently and as part of a project team
- Comfortable in the use of computer programs including Microsoft Office, Monday.Com and Canva an asset
- Valid driver's license and access to a vehicle is preferred

Terms of Work: This is a permanent full-time position, 32 hours per four day work week, with office hours being Monday through Thursday. The Program Coordinator will work from the EcoSuperior office located at 562 Red River Road with the opportunity to work from home for certain time periods (with Executive Director approval). The starting salary for this position is \$23.33 per hour, and a shared cost benefits plan is available after completion of a 3-month probationary period.

To Apply: Please submit your resume and a cover letter or a video cover letter, to info@ecosuperior.org, by **4:30 pm on Wednesday, January 21, 2026**. Start date of February 17, 2026, preferred.