

POSITION TITLE: Green Infrastructure Coordinator

EcoSuperior is a passionate and mission-driven non-profit organization, offering meaningful environmental programs and services, in the City of Thunder Bay and beyond. Our Mission is “to build a healthy future for people and the planet”.

Position Overview

Working under the guidance of the Co-Executive Directors, the Green Infrastructure Coordinator will lead and expand our education programs in the areas of Municipal/Institutional/Residential Green Infrastructure projects including the Rain Garden Rebate Program, Rain Garden Education, City of Thunder Bay Spirit Garden, Pollinator Gardens, Mini Forests, and Boulevard Gardens.

This role is a great fit for candidates with strong communication, planning, organizational, and time management skills. Preference will be given to candidates with experience developing and delivering programming, and some knowledge or experience in stormwater management and/or landscaping and gardening. A combination of training, education, skills, and experience will be considered.

Salary/Wage

The wage range for the position shall start at \$21.62 - \$28.45 per hour exclusive of any benefit plan or vacation pay. Wage increases will be according to the levels as follows: Level 1 - \$21.62; Level 2 - \$23.33; Level 3 - \$25.03; Level 4 - \$26.74; Level 5 - \$28.45

EcoSuperior is an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression.

Position Summary

1. Program Planning

- Participate in training opportunities and workshops on Green Infrastructure
- Participate in preparing proposed workplan(s)
- Research and network to keep up to date with current information on the program area(s)

- Research potential and additional program funders, and assist in the preparation of funding proposals
- Prepare lists, research sources and secure estimates for program materials required
- Liaise with program partners; attend, facilitate meetings where necessary
- Set up tracking systems for data collection or tracking deliverables as required

2. Program Delivery

- Organize and conduct public presentations, workshops, etc as needed
- Facilitate meetings with project partners, funders, or advisory committee as needed
- Prepare program reports and summaries for funders and project partners as required.
- Travel to project sites or training opportunities where necessary
- Adhere to established budgetary guidelines for project delivery
- Assist with program promotion, advertising and media events as required
- Act as media spokesperson for the project
- Prepare written material and visuals for website sections, displays and presentations
- Participate as a member of program-related community groups or committees
- Actively ensure that the program, funders and EcoSuperior receive maximum positive exposure within the community or region
- Complete workplan(s) as per program deliverables and ensure deadlines are met
- Track program data as required
- Keep ED up to date on progress

3. General Office Duties

- Answer inquiries from the public specific to your area of expertise
- Liaise and assist with other program coordinators especially where programs are complementary.
- Maintain a suitably organized workstation
- Ensure that all program files are stored, updated and accessible (Monday.com, Z Drive)
- 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

- Other duties may be assigned as necessary.

4. Qualifications & Competencies

- Strong oral and written communication skills and comfortable speaking and presenting to groups and committees
- Educational background or experiential knowledge in program area(s)
- Familiarity in managing a program budget
- Ability to work both independently and as part of a project team
- Prefer that candidate has knowledge of computer programs including Word, Outlook, Excel, PowerPoint, Canva

5. Personal Attributes

- Open to supporting full-heartedly, the mission of EcoSuperior, of '*building a healthy future for people and the planet*'
- Willingness to be flexible and adaptable to the ever changing and dynamic programming and demands of EcoSuperior
- Service-oriented, friendly, outgoing, and enjoys helping, and supporting people
- Able and willing to contribute to a healthy work environment – physically, socially, and psychologically
- Works cooperatively and effectively with others to set mutual and organizational goals, resolve problems, and make decisions to enhance organizational effectiveness
- Undertakes self-directed tasks when necessary, and is comfortable taking initiative
- Ontario 'G' driver's license and access to a vehicle is required
- Ability to work flexible hours, including occasional evenings and weekends

Perks:

- 4-day, 32-hour, flex work week (Office open Monday to Thursday)
- Option to work from home some days (with ED approval)
- Cost sharing benefits plan after probationary period
- Positive team that supports a healthy workplace environment

To Apply:

Please submit your resume and a cover letter or video cover letter, to info@ecosuperior.org, by 4:30 pm on Friday, June 6, 2025.