

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Program Assistant Environmental Initiatives Spring - Fall 2023

Do you enjoy organizing and promoting educational activities with an environmental focus that will benefit our City? The City of Brandon is searching for an individual with great organizational and interpersonal skills to work on Environmental Initiatives.

POSITION DUTIES & RESPONSIBILITIES

- Organize and promote Environmental Initiatives based programming;
- Support the Environmental Initiatives Coordinator with the work of the Brandon Environmental Committee;
- Create promotional material such as posters, brochures etc. social media, creating advertising campaigns;
- Liaise with other city departments to carry out Environmental Initiative programming;
- Assist with promoting and organizing other environmental awareness programs and opportunities throughout the community;
- Assist with implementing 4R Waste Ambassador Program, data collection for greenhouse gas inventory, assist with the Brandon Enviro Expo; and engage residents on climate action;
- Participate in team meetings to discuss programming ideas and coordinate ideas;
- Liaise with the necessary government offices to work within any applicable regulations;
- Keep track of number of waste ambassadors for each event;
- Write final reports as required;
- Assist with various events or programs as required;
- Willingness to work as part of a team or independently, in all weather conditions;
- Able to work days, evenings and weekends as needed;
- Perform other duties as assigned or required.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Must possess and hold a valid driver's license and have access to a vehicle;
- Demonstrated interest and knowledge in environmental studies;
- Demonstrated ability to positively communicate and interact with people of all ages;
- Proficiency in MS Office Suite including Excel, Word, Outlook, and Publisher;
- Successful completion of a Criminal Reference Check and Child Abuse Registry Check including Vulnerable Sector Verification.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Must be energetic and enthusiastic;
- Excellent public relations skills;
- Demonstrated interest and knowledge in community collaboration;
- Strong organizational and problem solving skills;
- Fiscally responsible;
- Detail oriented

Competition # 230052

Please apply with a resume and cover letter on-line at:

<http://jobbank.brandon.ca/>

Posting Date: April 21, 2023

Applications will be accepted until 11:59 p.m. on May 4, 2023.

This opportunity is open to all applicants, however first consideration will be given to current City of Brandon CUPE employees.

Rate of Pay: \$17.82/hour (2023 rate)

Position Conditions: This temporary position of up to 40 hours per week will include a variety of days, evenings and weekends. This position will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.

If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or Twitter!

Serving and Building Community!