

## Employment Opportunity

### Sustainability Coordinator

Supervisor: Executive Director, or designate

Date revised: March 2023

Classification: Permanent, Full Time

Applications can be submitted via email to [ed@churchillscience.ca](mailto:ed@churchillscience.ca). Please quote job title in cover letter or subject line.

**Application deadline is May 15, 2023**

Anticipated start date: June 1, 2023



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The Churchill Northern Studies Centre (CNSC) is an independent, non-profit research & education facility, located 23 km outside of Churchill, MB. The CNSC facilitates scientific research and provides educational programming on the natural sciences and the environment. Successful candidates will benefit from the wide range of skills and experiences gained by working at an active research facility.

## Job Title: Sustainability Coordinator

### Job Description

The **Sustainability Coordinator** is responsible for coordinating, monitoring, and reporting on sustainability goals related to innovative projects, as well as community outreach.

### Job Responsibilities

1. Sustainability Projects
  - a. Direct, manage, and coordinate activities surrounding projects related to sustainability including Rocket Greens project, Community Garden Support, composting toilets etc.
  - b. Assist in sourcing and securing funding opportunities for ongoing innovative projects related to sustainability.
  - c. Supervise daily operations of seasonal staff. Coordinate and approve scheduling. Mentor seasonal staff by teaching departmental operations, while providing support and training.
2. Community Outreach
  - a. Act as liaison with local and regional communities for knowledge exchange and sustainability development.
  - b. Develop and maintain community outreach programs such as Launch Box Project and Seed Project.
3. Communications
  - a. Develop and manage marketing materials on CNSC projects related to sustainability.
  - b. Assist in creating and/or reviewing content and outreach material for CNSC.
4. Other Duties (as required)
  - a. Provide lectures, tours or presentations related to sustainability
  - b. Assist CNSC staff with bear safety (monitoring the security of building doors and windows).

### Job Requirements

The Sustainability Coordinator must be:

1. able to work independently, have strong problem-solving abilities, and be proactive in implementing solutions.
2. adept at interpersonal and public communication.
3. a team player willing to work periodic long hours, on flexible schedules and on call, for the betterment of the CNSC.
4. active in seeking new and innovative means for sustainability.
5. in excellent physical condition and prepared to work in demanding physical environments characterized by wide ranges of temperatures, long hours of intense sunlight, severe insect pests, and the risk of polar bear and other wildlife encounters.

## Minimum Qualifications

1. Bachelor's degree in environmental science, sustainability, or related field.
2. Knowledge in record keeping, building management systems, and sustainability systems.
3. Excellent speaking and writing skills.
4. Experience with the demanding physical challenges of outdoor and remote location work.

Preference will be given to applicants who reside in Churchill and surrounding communities and to Indigenous applicants.



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[www.churchillscience.ca](http://www.churchillscience.ca)