

Community Economic Development Officer – Green Budget Sault Ste. Marie, Ontario

NOTE: This is an anticipatory job posting pending funding.



About Us: The Crane Institute for Sustainability (CRANE) is a local not for profit organisation located in Sault Ste. Marie, Ontario. CRANE functions at the intersection of sustainability, health and digital technologies. As a Catalyst for Research and Action into New Environments, CRANE develops collaborative projects that showcase local and regional transformative change to engage and inspire citizens, and to motivate people to shift towards sustainability, equity, cooperation, and community engagement. To learn more, please go to <http://craneinstitute4sus.wix.com/ci4s>

Terms: Summer Student Position - Career Oriented

Responsibilities:

- collect and review, compare, contrast, summarise municipal green budget documents
- draft green budget template
- develop green budget network
- work with other staff to identify and draft funding applications
- undertake other tasks and responsibilities as required

Qualifications:

- strong alignment with Cranes' values
- experience in the environmental or social justice field, preferably in a not for profit environment
- good qualitative and quantitative research skills
- strong written, oral and digital communication skills
- good networking skills
- ability to balance multiple activities simultaneously and effectively respond to staff needs
- currently enrolled or background in business, marketing, office administration, accounting, arts, environmental studies or sciences, social science, health, geography or related program

General Skills Required:

- demonstrated interest in ecological sustainability and social justice
- good knowledge of sustainability principles, activities, advances and advanced theories/practices
- outstanding communication skills, including verbal and written, and a strategic thinker
- prompt, courteous, sincere
- solid online and mobile media skills/knowledge, functional ability with computers, softwares, and mobile platforms
- advanced undergraduate degree/post-graduate level preferred
- proficiency in English essential; French, Spanish or an Indigenous language considered an asset
- a team player with the ability to effectively function independently to meet collaborative goals
- organised with good time management skills
- have a keen interest in advancing their skills and experience towards career goals in the key pillars of Crane (sustainability/health/digital) and in the research/policy/action nexus

Eligibility: To be eligible, students must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Additional Information: We recognize the importance of a diverse workforce and encourage applications from Indigenous peoples; members of a visible minority; people with a disability (visible and/or invisible); persons who identify as women; and persons of marginalized sexual orientations, gender identities, and gender expressions. The position is anticipated for a period of 16 weeks beginning on or about May 1, 35 hours per week.

Application Process: please email resume/CV, a cover letter of no more than 300 words and three references (one of which should be an academic referee) **in a single PDF document** to info@ci4s.org and place in the header/subject line 'application for COMMUNITY ECONOMIC DEVELOPMENT OFFICER - GREEN BUDGET position.'