



Job Posting

Environmental Programs Coordinator (Internship)

About ReForest London

ReForest London (RFL) is a small but mighty non-profit organization with a vision to see our community thriving in a healthy urban forest. We're on a mission to enhance environmental and human health in the Forest City by inspiring, educating, and empowering Londoners to plant and care for trees and to be part of a sustainability-focused future.

Position overview

The Environmental Program Coordinator will work with program staff and community partners to coordinate two programs at our new Westminster Ponds Centre for Environment & Sustainability (WPC):

- The Signal Boost Initiative (SBI) is a collaborative project of ReForest London and London Environmental Network (LEN), through which we and our partners offer a wide range of environmental education and skills-development opportunities for Londoners, including workshops, hikes, professional development sessions, webinars, and more. These workshops support our goal of increasing environmental education opportunities in our region.
- Our new volunteer-driven tree seed collection program enhances ecological restoration efforts by creating a steady supply of native tree and shrub seed that will be used in seedling growing and direct planting projects by ReForest London and our partners.

The Environmental Program Coordinator will report to the Director of Programs, Brianne Curry, and will collaborate closely with several other members of our team including our Westminster Ponds Centre Coordinator and the Seed Collection Workshop Leader.

This is a 1 year contract for a 5 day/week (35 hours/week) internship position with an annual salary of \$36,400, and 3 weeks of paid vacation as well as additional time off between Christmas and New Year's when our office is closed. The start date will be between mid-November and early December.

Key responsibilities

- 1) Coordinate the Signal Boost and Seed Collection programs, including:
 - Promote programs to prospective partners and participants
 - Work with the Seed Workshop Leader to plan seed collection events, including recruitment of participants and volunteers
 - Work directly with LEN member organizations to plan workshops, identify potential speakers, workshop topics, and more

- Develop fun and creative ways to market the program to reach wide audiences and inspire volunteers to participate, including digital communication methods and social media campaign
 - Complete data collection, program evaluation and monitoring efforts for both programs
 - Participate in discussions around future program development
 - Develop innovative ideas for new partnerships and collaborations with community groups
 - Organize the purchasing of supplies and equipment to support seed collection, processing, and storage activities
 - Share impact stories on our website and social media
- 2) Support the delivery of ReForest London's planting programs
- Attend occasional park naturalization, tree giveaway, or aftercare events in spring, summer and fall
 - Assist program staff with preparing for events, including loading, unloading and watering of trees, organizing equipment, and event promotion
 - Assist with data entry, analysis, and reporting
- 3) Participate in ongoing development activities related to the Westminster Ponds Centre for Environment & Sustainability
- Support the Westminster Ponds Centre Coordinator in planning and implementing a communications strategy
 - Assist with the writing of our annual WPC update
 - Support research into development of a community tree nursery at the Centre
 - Help support or promote other WPC events and opportunities as required

Who we're looking for

The right candidate is someone who loves working with others to make their community more sustainable. They are well-organized, enjoy project planning, and are capable of pulling together the different elements needed to make an environmental program a success. They enjoy bringing people together to learn, and creating a vibrant atmosphere in which to do so.

Required skills, knowledge and abilities

- Experience developing, planning, and evaluating programs, events, or activities
- Effective and engaging verbal and written communication skills, including with team members, community partners, and volunteers
- Experience with seed collection, seed saving, or seedling growing is an asset, but is not required
- Standard first aid / CPR certification is an asset
- G Drivers License and access to a reliable vehicle is an asset

Qualifications

- Degree or diploma in Environmental Studies, Forestry, Botany, Horticulture, Arboriculture, Ecological Restoration, Geography, Natural Resources, Not-for-Profit Management, Event Planning, or a related field
- Experience preparing research reports or case studies a strong asset
- Able to work evenings and/or weekends as required

Eligibility

As this position is funded through a federal employment support program, the candidate must be:

- Between 15 and 30 years of age (inclusive)
- A post-secondary graduate
- A Canadian citizen, Permanent Resident, or person who has been granted Refugee status in Canada
- Not in receipt of Employment Insurance (EI) during the internship

This position also requires some physical labour, including attending some of our seed collection hikes in natural areas, assisting with park naturalization, aftercare, and tree giveaway events, and with weekly tree deliveries / unloads. Therefore, the successful candidate must be physically capable of repetitive lifting of up to 30 lbs and working outdoors in a variety of weather conditions.

Skills & experience you'll gain from this internship

- Experience in the development, administration, evaluation, and impact reporting of environmental programs within a charitable setting
- Data analysis, report writing, and other communication skills
- Experience liaising and collaborating with different community partners, stakeholders, and landowners
- Event marketing, promotion, and planning, including social media communications
- Software skills (Customer Relationship Management databases, design software, task management software)
- Technical expertise in seed collection, seedling growing, and native tree and shrub identification

Working environment

We work in a busy, fast-paced environment (especially during planting seasons!), and get our energy from knowing that the work we are doing is making a difference in our community and the daily lives of thousands of Londoners each year. Members of our team all bring their own expertise and strengths to the table, where collaboration and support are both important parts of our organizational culture. For nature enthusiasts, our office is located right next to the beautiful Westminster Ponds Environmentally Significant Area, London's largest ESA and a wonderful place to enjoy a lunch-time hike or picnic. We are passionate and dedicated individuals who are motivated every day to make London a better place!

Pending public health guidelines, the position will be a blend of in-office, in-field, and remote work.

Application process

Interested applicants should e-mail a résumé and cover letter in a single combined file to resumes@reforestlondon.ca with “Environmental Programs Coordinator” in the subject line by Sunday, November 7, 2021 at 11:59 pm. Please be sure to confirm in your cover letter your ability to meet the eligibility criteria provided above. Interviews will be held the week of November 8. All submissions will be acknowledged as received, but only those selected for an interview will be contacted. If you have any questions about this position, please feel free to contact us at resumes@reforestlondon.ca. No phone calls please.

We value diversity and inclusion, and encourage any qualified people (including Indigenous peoples, new immigrants and refugees, women, and LGBTQ2+ individuals) to apply. If you require accommodations during the recruitment process, please let us know.