Position Description

Environmental Education Coordinator (1-year contract)

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 work 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 for our community.

Since our founding in 2005, we have grown to become London’s largest environmental not-for-profit organization. Powered by passionate staff and volunteers, ReForest London plants, cares for, and gives away thousands of trees each year. Along with the City of London, we are a founding partner of the community-wide Million Tree Challenge. RFL is also actively developing the new Westminster Ponds Centre (WPC), London’s first and only environment and sustainability centre. Led by ReForest London, the WPC will inspire and advance environmental change in our community.

Position Overview:

We are seeking a highly motivated and dynamic individual to fill the position of Environmental Education Coordinator. The successful candidate will lead and expand our environmental education program, including:

- Developing and delivering the Solutions at Scale webinars and 2-day conference
- Environmental education curriculum development
- Supporting the Schools Program
- Facilitating environmental education workshops and events
- Conducting data analysis and reporting.

The role requires excellent organizational, communication, and project management skills. Preference will be given to candidates with experience developing and delivering large-scale online educational programming.

This is a 1-year Fulltime contract position (37.5 hours/week) with a compensation of $40,000 (hourly rate of $20.51), beginning in mid-August.

Key Responsibilities:

Solutions at Scale (SAS) Webinar Series and Conference (65%)

- Conduct a needs assessment to identify gaps in regional urban forestry knowledge
- Develop and facilitate the delivery of a 10-part Urban Forestry Webinar Series
- Develop and facilitate a two-day online regional Urban Forestry Conference aimed at facilitating knowledge mobilization and collective impact
- Recruit speakers for both the webinar series and conference
- Develop and implement a monitoring and evaluation plan for SAS events
  - Research and test different digital engagement techniques and tools to increase our outreach and impact
  - Conduct pre- and post-event surveys as well as a formal summative evaluation
- Manage the project budget

**Environmental Education Delivery and Management (15%)**
- Facilitate the delivery of workshops, events, and other sustainability and environmental focused activities at the WPC
- Develop and facilitate seed-based learning sessions both in-person and virtually
- Develop innovative ideas for new partnerships and collaborations with ReForest London and the WPC
- Work with the WPC staff team to develop new and innovative ways to transform the WPC into a thriving hub for environmental education, engagement, and action

**Schools Program Support (10%)**
- Support the Environmental Programs Coordinator in delivering seedling kits and trees to participating schools
- Lead school field trips at the Westminster Ponds Centre
- Identify opportunities to grow and expand the field trips program

**Data Input, Analysis, & Reporting (10%)**
- Support tracking and reporting efforts for the Westminster Ponds Centre as a whole
- Refine education metrics to evaluate the outcomes of the program
- Perform other tasks as required

**Qualifications and Desired Skills:**
- Bachelor’s degree in environmental science, education, urban forestry, or related field
- Experience with curriculum development
- Experience working with online conferencing (i.e. Zoom Webinar, etc.) and digital engagement tools
- Experience in program development and management, preferably in environmental education
- Excellent organizational, communication (oral and written), and project management skills
- Strong attention to detail and ability to work independently
- Proficiency in Microsoft Office Suite
- Graphic design (i.e. Canva) skills an asset
- Standard First Aid & CPR certification an asset
- Ontario ‘G’ driver’s license an asset
- Ability to work flexible hours, including occasional evenings and weekends

**As this position will be funded through an employment support program, the candidate must meet all of the following eligibility requirements:**
- must be between 15 and 30 years old at the start of the internship;
- must be legally entitled to work in Canada; must be a Canadian citizen, permanent resident or have been granted refugee status;
- must not be in receipt of Employment Insurance during their internship;
- cannot be currently enrolled in school; and
• must be a graduate of degree or diploma programs from universities, colleges, post-secondary schools of technology, post-secondary institutes and CEGEP (collège d’enseignement général et professionnel, Québec).

Perks:
• Three weeks of paid vacation and Offices closed for Holiday break (3-days between Christmas Day and New Years)
• Hybrid Work Policy
  o Up to 2-days/week work from home benefit as business needs allow.
• Flexible work schedule outside of event times
• Positive team environment: we live on a diet of optimism, chocolate, and tree puns
• Working in the middle of a forest: Westminster Ponds is surrounded by beautiful trees and nature, and is a great place to take a walk during lunch to refocus

Application Procedure:

ReForest London is committed to the diversity of its board, staff and volunteers. Like a forest that thrives best when it is comprised of many different kinds of trees, ReForest London thrives and gains strength from the differing perspectives, insights and experiences a diverse group provides. In all that we do, we nurture and sustain an organizational culture that is as inclusive as our community.

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.

Please complete submit your complete application, including resume and cover letter here via Airtable no later than 12:00 PM on Friday, July 21, 2023. Applications will be reviewed on an ongoing basis as they are received, so we encourage you to apply as soon as possible.

All email submissions will be acknowledged as received, but only those called for an interview will be contacted thereafter. No phone calls please.