



## **JOB POSTING** Community Active Transportation Officer Full Time, 1-year, Fixed Term

### **VALUING LIVED EXPERIENCES**

EAC's vision is of a just and vibrant world of respect, belonging and ecological resilience. As a team we are working to decolonize, further equity and dismantle the harmful systems at the root of the interconnected crises of environment and justice that we tackle every day. We strive to bring an equity lens to all that we do including by building a strong and diverse team. We encourage applications from individuals from equity-deserving groups including, but not limited to: African Nova Scotian and other racialized people, Mi'kmaq and other Indigenous people, lesbian, bisexual, gay, transgender and queer people, and persons with disabilities. If you are a member of an equity-deserving group, and feel comfortable doing so, we encourage you to self-identify in your cover letter or application. We prioritize diversity in our selection process.

### **ABOUT US**

The Ecology Action Centre (EAC) is a fierce and creative environmental charity based in Mi'kma'ki/Nova Scotia. Since 1971, we have proudly tackled critical environmental issues from biodiversity protection to climate change to environmental justice. Grounded in community, we act as a watchdog, convenor, mobilizer and incubator, taking a holistic approach to the environment and the creation of a just and vibrant world. We strive to promote a diverse and inclusive organizational culture that emphasizes collaboration, caring, quality work, and real impact. We value our members, volunteers, employees, and partners and strive to create a space of respect, belonging and resilience. We have a team of passionate and determined people who share ideas and inspire others to create systemic change in the face of urgent, complex environmental issues.

### **POSITION SUMMARY**

The Community Active Transportation Officer will support the EAC's active transportation programs and policy, to help Nova Scotians choose active transportation to travel within their communities. This individual will have the opportunity to develop program delivery skills, communication skills and expand their knowledge on active transport policy and programming. The role will primarily focus on Welcoming Wheels and Bike Buddy program delivery and will also provide support to the other transportation programs and projects.

### **ABOUT YOU**

You have an interest in cycling and are eager to encourage others to choose it as a means of travel within their communities. You have a willingness to learn related skills including basic bicycle mechanics. You thrive working with diverse community groups and people of all ages which will allow you to help participants in EAC Active Transportation programs improve their cycling skills, confidence, and safety. Your creativity and superb communication skills will enable you to develop effective recruitment materials.



### **WHY YOU SHOULD APPLY**

Even if you don't have all the requirements listed in this position, you may be the right candidate. If you are a natural leader with a passion for active transportation, community building, and volunteer engagement, we want to hear from you. Apply and tell us what you'd bring to the team.

### **KEY RESPONSIBILITIES YOU WILL HOLD**

Deliver Bike Buddy program activities which include:

- Maintaining relationships with community partners
- Recruit 15-30 newcomers to be mentees
- Recruit 15-30 local bike riders to be mentors
- Work with EAC Program Coordinators to run a safe cycling course for mentors
- Match 16 bike buddy pairs in the Spring of 2023
- Collect data and coordinate with national partners
- Conduct intro and exit surveys with mentees and mentors
- Weekly check-ins with participants and mentors
- Maintain spreadsheet with participant hours, activities, and surveys

Deliver Welcoming Wheels program activities which include:

- Coordinate volunteers and oversee weekly repair night Tuesdays 5-9pm
- Share knowledge of basic bike safety and mechanics with earn-a-bike participants
- Organize year end celebration
- Collect quotes and photographs from participants
- Create social media content
- Write press releases & engage local media
- Participate in Teamwork/training & EAC Life
- Proactively contribute to grant writing and ongoing program fundraising for the other Sustainable Transportation initiatives as needed.
- Support the overall work of the Ecology Action Centre; and other duties as required.

### **Experience, Skills, and Qualifications**

- A passion for active transportation
- Commitment to high-calibre program delivery, development, and evaluation
- Experience delivering programs to youth and adults
- Proven skills as a relationship builder
- Ability to work independently and as part of a team, effectively manage multiple tasks
- Excellent communication skills: networking, facilitation, public speaking, writing
- Trustworthiness and reliability
- Computer literate in Word, Excel, internet, email and file/data management
- Willing to work some regular evenings and occasional weekends and travel within HRM



- Clear Vulnerable Sector Check and Child Abuse Registry Check
- First Aid Certification CPR C +AED

**Other Skills and Requirements (considered an asset)**

- Bike mechanics skills
- Cycling and pedestrian safety skills, knowledge, and experience
- Experience coordinating volunteers
- Experience working with newcomer and underserved communities
- Degree and/or relevant experience in the fields of education, health, recreation, urban planning, sustainability, international development, or other related fields
- Experience working in non-profit, volunteer-driven environments

**TERMS OF EMPLOYMENT**

- Full-time position, 1-year fixed term. Opportunity to extend dependent on funding
- EAC has a 4-day work week with Fridays off-totaling 30/week with some flexibility in the workday. Learn more about why [here](#).
- Annual salary will be between \$38-41,000 and commensurate with experience.
- Cost-shared benefits plan
- Hybrid work environment requiring 1-2 days a week at our office in Halifax's North End.
- 3 weeks paid vacation per year (pro-rated for the 4-day work week), 1 week of paid time off during the winter office closure in December, 12 paid holidays (12 per year) and paid wellness days (10 per year).
- Anticipated start date early-mid August 2023

**TO APPLY**

If this posting is of interest to you, please submit your resume and cover letter [APPLY HERE](#) using the Job Title 'Ecology Action Centre Community Active Transportation Officer. We thank everyone who applies; however, we will only be contacting those who will be interviewed.

**APPLICATION DEADLINE** July 30, 2023.