



Job Posting – Transportation Coordinator, Bike Pop-up Hub

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.

ABOUT YOU

·You are excited about active transportation in Nova Scotia and enjoy connecting with interns, youth and community members to share knowledge on bicycle repair. You are meticulously organized and enjoy working outdoors with tools for long periods of time – you are not afraid to get dirty. You hold a valid Class 5 Driver's License.





Key Responsibilities

Project Management:

- Designing and delivering initiatives that enhance transportation sector leadership and capacity in collaboration with partner organizations.
- Supporting the strategic development of transportation-related policy priorities at regional, provincial, and federal levels.
- Ensuring systems are in place to coordinate and track the successful and timely completion of overall project objectives being carried out by project staff, volunteers, interns and consultants.
- Developing and managing the project budget.
- Completing financial and other funder reporting as required.
- Identifying and submitting transportation-related grant proposals and supporting other fundraising efforts specific to transportation, in conjunction with your supervisor and, in some cases, the fundraising team.

Community & Stakeholder Engagement:

- Establishing and growing partnerships with organizations, institutions, and people in communities that are needed for program development, research deliverables, and participant recruitment.
- Establishing relationships and engagement strategies to ensure project opportunities are of interest to and taken up by participants from diverse communities.
- Creating outreach and recruitment materials.
- Contributing to EAC's public communications efforts on transportation and responding to media inquiries as appropriate.
- Engage and support volunteers.

Research and Report Writing:

- Pursuing and advancing research partnerships that enhance transportation system data collection.
- Supporting the development of relevant documents and frameworks (e.g., evaluation framework, action plan, etc.).

Other duties as required.

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 and community connector with a passion for community based transportation we want to hear from you. Apply and tell us what you'd bring to the team.



WHAT YOU BRING

- At least two years' experience in project leadership or community project development and implementation.
- Clear knowledge of community-based transportation system work.
- Strong decision-making skills, based on an ability to gather and analyze the information needed to understand and resolve problems.
- Proven skills as a relationship builder and talented at creating strong networks.
- Experience in research, data analysis, report writing, and project implementation.
- Experience in community engagement and development, including meeting coordination, group facilitation, and event planning.
- Strategic relational skills that function to connect actors across sectors and regions.
- A deep and abiding commitment to equity, diversity, and inclusion in all its forms, and a cultivated ability to apply an anti-oppressive lens and framework to community development, project management, program design and delivery, and relationship building and repair.
- Strong organizational and priority settings skills
- An ability to get creative and innovate
- A proactive approach to funding and grant writing initiatives to support the advancement of the Pop-Up Bike Hub
- Bike repair knowledge and experience
- A valid Class 5 Driver's License

Other skills and experience considered an asset:

- Background and/or education in planning, environmental studies, community development, or a related field.
- Experience working with non-profit and community organizations
- Relationships with African-Nova Scotian and Mi'kmaq communities

TERMS OF EMPLOYMENT:

- Full-time position with flexible hours within a 4-day work week, totaling 30 hours/week. Monday-to-Thursday schedule, with some exceptions. Learn more about our 4-day work week [here](#).
- Hourly wage of \$32.45-\$34.50/hr commensurate with experience
- Hybrid work environment requiring 1-2 days a week at our office in Halifax's North End. Significant travel throughout the province.
- 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)



- Cost-shared benefits plan

TO APPLY

Please submit your resume and cover letter via JazzHR – [Apply here](#). The closing date is September 23, 2025.

We thank everyone who applied; however, we will only be contacting those who will be interviewed.