



## Community Outreach Seasonal Intern – Pop-up Bike Hub Mini

***This position has the following requirements as per the Job Creation Partnership funding. Please ensure you meet the requirements below before applying.***

- You are a Canadian citizen or permanent residents legally entitled to work in Canada,
- You are LMDA eligible (details below)
- You have been previously attached to the labour force for a minimum of 24 months

**To be LMDA eligible, individuals must meet one of the following:**

- Have a current Employment Insurance (EI) claim;
- Have received benefits under the EI emergency response benefit within the previous 60 months;
- Have had an EI claim that ended within the last 60 months;
- Have been employed with gross insurable earnings of \$2000 or higher annually, in at least 5 of the last 10 years

**Please note:** Hours worked in a JCP position cannot be counted toward an EI claim.

For more information please review: [Job Creation Partnerships | Employment Nova Scotia | Government of Nova Scotia](#)

### 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 building a strong and diverse team.

We recognize that different people have access to different educational, employment, and volunteer opportunities due to different life circumstances including inequity and systemic and structural discrimination. We recognize that not every employee in this role will possess all the experience, skills, qualifications, and competencies listed here, and we are willing to support every employee in building the skills and experience they need to excel in their role. We appreciate and value team members 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.

### 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 THE JOB

### Summary

The successful candidate will be mainly responsible for providing programming support and delivery for the Pop-Up Bike Hub Mini, a bike repair hub on wheels promoting cycling opportunities for 4-6 communities in the HRM. The successful candidate needs to have a passion for mobility justice and active transportation; the ability to work in a fast-paced environment; and a willingness to travel across the HRM via bicycle.

### Duties and Responsibilities

#### Pop-Up Bike Hub Mini Program

- Set up Pop-Up Bike Hub Mini
- Travel by bicycle across the HRM for the various community partnerships
- Maintain tool organization & material inventory
- Repair /tune up bikes
- Assist community members with basic bike repairs
- Recruit community members to volunteer in the space
- Deliver Making Tracks Sessions (bike safety education) directly to children and youth as required

#### Communication and Documentation

- Build strong relationships and liaise with community partners
- Check-in with program and workshop participants
- Maintain a safe, welcoming, and comfortable work environment
- Keep accurate records and reports of sessional information, engagement & activities
- Act as an ambassador for the Transportation Team programs and the work of the EAC in general
- Collect stories, images & quotes for social media

#### Professional Development and Team Participation

- Participate in orientation, leader training and professional development opportunities as required
- Attend/support other Transportation Team events on evenings or weekends as required.
- Participate in team and organizational meetings as required
- Participate in EAC culture

## WHAT YOU BRING



- Have an aptitude for safe work practices and the ability to multi-task in a busy work environment;
- Be able to work productively as part of a team while responding to feedback;
- Demonstrated interest in future employment in the environmental or clean sector is considered an asset;
- A passion for mobility justice and active transportation
- Proven skills as a relationship builder; facilitator and leader
- Able to work in a high-paced environment; can effectively prioritize/manage multiple tasks
- Excellent communication skills: networking, facilitation, public speaking, writing
- Commitment to high-calibre program delivery, development and evaluation
- Experience as a leader delivering programs to young adults, youth and children.
- Able to ride a bicycle on congested city streets and trails.
- Willingness to learn basic bike mechanics
- Persistent, diplomatic, creative, optimistic, with a team-oriented approach
- Computer literate in Word, Excel, internet, email and file/data management
- Willing to work some evenings and occasional weekends and travel within HRM
- Clear Vulnerable Sector Check and Child Abuse Registry Check

#### **Job Locations:**

- Office space will be provided at the EAC office at 2705 Fern lane
- Bike Again (DIY community bike repair space) at 5664 Charles St
- In the community
- Interns will travel up to 45 minutes each direction within HRM by bicycle (bicycle can be provided if needed)

#### **Physical Requirements**

This position is hands-on, with interns repairing bikes, organizing tools and supplies, and lifting bikes and other materials as part of the day-to-day operations of the job.

Additionally, the ability to ride a loaded bicycle for up to 45 minutes each direction as well as on congested streets and up hills is a requirement.

#### **TERMS OF EMPLOYMENT**

- Full-time; 5-day, 30 hr work week, Monday – Friday with some evening and weekends required
- Remuneration: \$21/hr
- Start date: As soon as possible
- Term: May-August 2026
- 10 Wellness days, pro-rated

#### **TO APPLY**



[Please submit your resume and cover letter apply here.](#) The closing date is May 14, 2026.

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