
Job Posting: TRANSPORTATION OFFICER (full time: 35 hours/week)**ABOUT US**

The Ecology Action Centre is a dynamic and vibrant environmental charity based in Nova Scotia. Since 1971, we have proudly served in a leadership role, tackling critical environmental issues from biodiversity protection to climate change to environmental justice. Grounded in community, we are a strong voice and watchdog for our environment, taking a holistic approach to the environment, our economy, and the creation of a just and sustainable society.

We strive to promote a diverse and inclusive organizational culture that emphasizes strong values, collaboration, quality work, and real impact. We value our members, volunteers, staff, and partners. Our values-driven work is created, managed, and overseen by our determined, passionate, and highly competent staff. We have a team of incredible people who share ideas, friendships, and a contagious level of inspiration and determination to make the world a better place.

Our transportation team works to increase the use of transportation modes in Nova Scotia, like walking, cycling, and transit use, that reduce greenhouse gas emissions, promote healthy communities, and ensure equitable access for all.

POSITION

We are seeking a full-time Transportation Officer to join our sustainable transportation team. The successful candidate will work to raise the profile of transportation issues, grow the Sustainable Transportation Action Committee, and strengthen our network of dedicated volunteers/allies across the province. They will work closely with the Sustainable Transportation Coordinator to coordinate outreach and engagement with community groups, coalitions, and volunteers, and support communications and reporting for sustainable transportation campaigns. The Officer will report directly to the Sustainable Transportation Coordinator.

Specific Responsibilities:

- Participate in direct outreach and engagement with community groups and individual members of the public.
- Organize and conduct inside and outside meetings and events on behalf of the EAC transportation team.
- Facilitate and support coalitions and other groups where EAC holds a leadership role.
- Support and grow the Sustainable Transportation Action Team, a committee of engaged volunteers from EAC and from other local organizations.

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- Support internal and external communications by researching and writing press releases, web content and social media posts.
 - Develop campaign materials and graphics for online and print use.
 - Project administration duties, including but not limited to funder reporting, budget management, and proposal writing.
 - Participate in and supporting the overall work of the Ecology Action Centre and the transportation team, including but not limited to community queries, project strategizing, engagement organizing, and promoting our overall impact.
 - Other duties, as required.

REQUIRED SKILLS & EXPERIENCE

General

- A passion for sustainability, equity and the environment.
- Graduated from post-secondary institution within the past year (*must qualify for Graduate to Opportunity funding)
- Strong interest in and knowledge of sustainable transportation topics, including active transportation, electric vehicles, and new mobility, and how they relate to reducing GHG emissions produced in Atlantic Canada.
- Degree or equivalent experience in engineering, public policy, planning, sustainability, environmental studies, or a related field.
- Ability to work independently and effectively manage and prioritize multiple tasks in a dynamic, fast-paced environment.
- Persistent, diplomatic, creative, optimistic, with a team-oriented approach.

Organization and Coordination

- Experience organizing and facilitating events and meetings, such as public engagement and/or stakeholder events.
- Experience coordinating or working with teams of volunteers.

Communication and Relationship Building

- Excellent communication skills: public speaking, writing, research, delivering presentations to various audiences, and participating in group meetings.
- Comfortable and confident speaking in multi-stakeholder settings and able to manage conflict.
- Proven skills as a relationship builder: working effectively in collaborations with diverse community organizations, volunteer societies, or advocacy groups.

Project Management

- Project management skills: ability to effectively manage multiple tasks, meet project deadlines & deliverables, and manage project budgets.
- Strong organizational skills, initiative, and a diplomatic, creative, and optimistic approach to complex issues.

Other

- Willing to work occasional evenings and weekends.
- Willing to travel within NS.

DESIRABLE SKILLS & EXPERIENCE

- Experience working with governments on policy matters.
- Experience building coalitions and facilitating collaborations between community organizations or multi-stakeholder groups.
- Experience working and/or volunteering in a non-profit organization, First Nation Band, co-op, or community enterprise.
- Experience in graphic design and developing communication material.

The Ecology Action Centre is committed to employment equity and encourages applications from individuals in traditionally marginalized groups such as, but not limited to: African Nova Scotian and other racialized people, Indigenous people, lesbian, bisexual, gay, transgender and queer people, and persons with disabilities.

We encourage applicants to self-identify in their cover letter or application if they are a member of a marginalized community.

Diversity is a stated value of the Ecology Action Centre. Moreover, diversity in the EAC community is a strength that we seek to cultivate. It is the responsibility of every employee of EAC to foster a culture that embraces and promotes diversity.

TERMS OF EMPLOYMENT

- Start: Wednesday, July 3rd, 2019
- 35 hours per week
- \$19.00/hour
- Cost-shared benefits plan and 4 weeks paid vacation per year.

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- This is an on-site position at our Halifax office, which is located at 2705 Fern Lane in our renovated, energy-efficient green office building.
 - The first floor of our building is designed to be universally accessible. We have a ramp at the front entrance with automatic door openers, a permanent ramp to the back door, a stair lift in the foyer between the split levels, and an accessible gender-neutral washroom. There is a good turning radius for wheelchairs on most of the first floor, including our primary meeting room and several work spaces.
 - Our staff work in shared offices, with a moderate noise level, and good natural light.
 - This job involves extended viewing of a computer monitor.

TO APPLY

Please email a cover letter, resume, and three references to Kelsey Lane at **employment@ecologyaction.ca** using the subject heading "Transportation Officer."

Please submit your application in the form of a pdf document with all three required elements in the following order: cover letter, resume, references.

APPLICATION DEADLINE: 11:59PM, June 20th, 2019

We thank all applicants for their time and interest, however only short-listed applicants will be contacted. Interviews will begin the week of June 24, 2019

The Ecology Action Centre was founded in 1971 and is one of Nova Scotia's largest environmental organizations. The Centre always welcomes new members and volunteers: www.ecologyaction.ca