

Job Description – Clean Leadership 2019 Program

Summary of the Program

The Clean Leadership program (formerly Nova Scotia Youth Conservation Corps or Youth Corps) was established in 1989 to provide Nova Scotian youth with training and employment opportunities in the environmental field. This program engages community partners across the province to hire students to carry out work in the summer months that fosters environmental stewardship. The Clean Leadership program provides Nova Scotian youth with green sector work experience, an enhanced appreciation of the environment and their community, and develops skills for life-long learning (including team-building and leadership skills, increased knowledge for future employment and/or education ventures, program evaluation techniques, and the ability to give back to their community and their environment.

Job Title - Summer Events Coordinator

Wage - \$15.00/hr

Summary of Position

The community partner for this Summer Student Intern position through the Clean Leadership program will be *EfficiencyOne* reporting to *Community Outreach Coordinator*. In this position, you will be mainly responsible for assisting with expansion of the Summer Tour and attending events, measuring success, researching new venues and liaising with local event coordinators. The successful candidate will coordinate tour logistics, maintain the budget and itinerary and update and expand the contact list.

Community Partner

EfficiencyOne is an independent, non-profit organization based in Nova Scotia, Canada. EfficiencyOne contributes to economic prosperity and environmental sustainability through its expertise in policy, regulatory processes, and the design and delivery of efficiency and conservation services. In Nova Scotia, EfficiencyOne operates Canada's first electricity efficiency utility as the franchise holder of Efficiency Nova Scotia. We are based in Burnside Industrial Park

Duties and Responsibilities

Reporting to the Community Outreach Coordinator the successful candidate will assist in drawing awareness to Nova Scotians on Energy Efficiency. The incumbent will assist in booking and scheduling the Summer Tour events around Nova Scotia. In addition, the assistant will:

- Responsible to attend all events;
- Assist in planning the events schedule for better distribution of events to make the Summer Tour more province wide;
- The successful candidate will have a working knowledge of Efficiency Nova Scotia's residential programs and services;
- Measure the success of larger events i.e. Halifax Co. Exhibition, Yarmouth Seafest and look to reaching out to smaller venues;

- Develop working relationships with local event coordinators;
- Assist in the setting up of the displays;
- Maintain the rolling itinerary for tour with times and contact info.
- Prepare list of contact names and numbers and update as required;
- Monitor and update summer tour budget;
- Ensure supplies for events are maintained;
- Coordinate logistics for summer tour;
- Perform other duties as required as needed or priorities change.

Requirements/Qualifications

These are the qualifications that are necessary for someone to be considered for the position.

- Must be a Canadian citizen or legally entitled to work in Canada;
- Must be between the ages of 15 and 30;
- Must be a full-time student and intending to return to school in fall 2019;
- Is not a member of immediate family of community partner;
- 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 'green' sector is considered an asset;
- Completion of high school or equivalent combination of education and work experience;
- Valid driver's license;
- Excellent communication and interpersonal skills; ability to work with various levels of staff and public;
- Related experience in community development and event planning knowledge will be an asset;
- Proficient with Microsoft Office software (Excel, Word, PowerPoint, Outlook);
- Strong organizational skills;
- Familiarity with the major online communities, including Facebook, Twitter, etc.

Working Conditions

This position will involve consistent travelling throughout Nova Scotia by vehicle and standing for extended periods of time to engage with the public in various types of weather.