

POW CANADA PROGRAM COORDINATOR POSITION

BACKGROUND

Protect Our Winters Canada (POW Canada) is a not-for-profit organization which seeks to turn passionate outdoor enthusiasts into effective climate advocates. We believe our love of adventure in nature mandates our participation in the fight to save and protect it.

PROGRAM COORDINATOR JOB DESCRIPTION & COMPENSATION

POW Canada is seeking a creative, enthusiastic, talent with a passion for the outdoors to lead the coordination and execution of events and activations nationally. The ideal candidate has a pulse on the outdoor sports community, is well organized, self-motivated with excellent communication skills and a strong understanding of the climate movement.

Program Coordinator is a part-time position (0.5 FTE @ 26 per hour).

QUALIFICATIONS

- Degree in a related field
- Possess strong English language writing and communication skills
- Bilingual in French would be an asset (not requirement)
- Have an avid interest in climate change
- Strong communication and organizational skills
- Have a keen and strategic interest in digital content, social media, and digital

EVENTS

- Coordinate logistics for regional events in collaboration with key contacts at regional chapters.
- Keep an up-to-date listing of events on www.protectourwinters.ca
- Recruit volunteers to cover events and develop onboarding material (talking points) to ensure volunteers are knowledgeable on POW's mission
- Ensure chapters have the resources needed to activate at events

HOT PLANET COOL ATHLETES

- Assist in researching and identifying schools across Canada to participate in the Hot Planet Cool Athletes program
- Help coordinate travel and logistics (onsite specifics, technology etc.) for the athletes attending the school presentations
- Coordinate follow up and sending of materials for participating teachers and schools

OTHER

- Help with logistics and execution of ambassador and volunteer trainings on climate communications and advocacy
- Provide administrative support for ambassadors to engage on speaking events, public testimonies, lobbying trips, and social media campaigns
- Aid in tracking and updating associated activities and success metrics
- Provide regular reports on progress, events and opportunities
- Support other POW initiatives as needed

APPLICATION PROCESS

Send a resume, cover letter David Erb, Protect Our Winters Canada Executive Director

dave@protectourwinters.ca with Subject: PROGRAM COORDINATOR APPLICATION