



Role: Program Coordinator

Type of Employment: 35 hours per week, 8 week contract

Location: Remote

Conditions: Must be between 15-30 years of age, a permanent Canadian Citizen or permanent resident and eligible to work. Must reside in the Halifax constituency. Check your address here:

<https://www.elections.ca/res/cir/maps/mapprov.asp?lang=e&map=12004>

To apply: Via LinkedIn or sending your application with the job title in the subject line to joinus@mindyourplastic.ca

Mind Your Plastic is seeking a **Program Coordinator** to join our growing team! In this position, you will report to the Environmental Policy Analyst and will be joining a small team with big dreams of reducing and eliminating plastic pollution in Canada. Our team works remotely across Canada.

The Program Coordinator's responsibilities include the planning and organizing of Mind Your Plastic's programming, marketing them to the public via community outreach and promotion, reaching out to like minded organizations to share our work, and fundraising.

To be a successful Program Coordinator, you should have excellent communication, interpersonal, and organizational skills. You should also be skilled in handling administrative duties and general digital marketing. Additionally, a demonstrated passion for eliminating plastic pollution through upstream solutions will be considered an asset in this role.

****This position is possible because of the Canada Summer Jobs program and candidates must meet specific criteria to be considered including;***

- ***Between the ages of 15-30***
- ***A Canadian Citizen, permanent resident or hold refugee status***
- ***Legally entitled to work in Canada***
- ***Reside and work remotely in the Halifax constituency (check here: <https://www.elections.ca/res/cir/maps/mapprov.asp?lang=e&map=12004>)***

Please confirm that you meet this eligibility criteria in your application, as well as including the address you will be remotely working from to verify your constituency.*

Responsibilities

- Plan and organize outreach activities including community events, workshops, and other opportunities
- Assist in the organization of special events, including donor/volunteer appreciation events and other fundraising initiatives
- Nurture new and old relationships with collaborative partners
- Prepare accurate records and reports that provide activities' success and opportunities
- Maintain budget and track expenditures/transactions
- Keep all members of the team up-to-date with relevant project information
- Communicate with team members to ensure maximum efficiency
- Schedule and organize meetings/events and maintain agenda
- Ensure technology is used correctly for all operations (video conferencing, presentations etc.)
- Prepare paperwork and order material
- Keep updated records and create reports or proposals
- Support growth and program development
- Create presentations, summaries and materials for program

Requirements and Qualifications

- A demonstrated knowledge and understanding of plastic pollution impacts and upstream solutions is considered an asset
- Exceptional written and verbal communication
- Exceptional organizational and multitasking skills
- Strong attention to detail
- Moderate experience with Canva
- Experience with Google Suite and Zoom
- Positive, sense of humour and eagerness to work in a growing team
- **Must be between 15-30 years of age, a registered Canadian citizen, permanent resident or have refugee status, and is legally entitled to work. Must also reside and work in the Halifax constituency (check your address here: <https://www.elections.ca/res/cir/maps/mapprov.asp?lang=e&map=12004>)**

International students are not eligible under the funding requirements

Working Conditions:

- Remote, must have own equipment including laptop, reliable internet connection and effective work space

- 35 hours per week, flexible work schedule
- Contract position from June 19-August 11

About Mind Your Plastic

Mind Your Plastic is a registered Canadian charity that started in 2016. Mind Your Plastic's mission to eliminate plastic pollution in Canada.

Through our work advocating with municipal government for policies that better regulate materials used in our economy, working alongside Canadian businesses to give consumers better plastic-free choices, and our direct action programming, like our Circular Economy Ambassador Program, we are moving towards a plastic pollution-free future for #PlasticFreeLandAndSeas.

Annually, over 300 million tons of plastic is produced around the world and unfortunately, more than 90% of that plastic is not recycled. Distressingly enough, much of that plastic ends up in our oceans with at least 8 million tons of plastic being dumped into the ocean each year. While plastic has become pervasive in our environment and homes, there are changes each of us can make to improve the situation, and that is what Mind Your Plastic is here to do!

Mind Your Plastic is an equal opportunity employer. We encourage applicants from Indigenous People, Visible Minority Groups, Persons with Disabilities, people of the LGBTQ+ community and Women to occupy positions. The Mind Your Plastic team celebrates diversity and is committed to creating an inclusive environment for all employees.