

Job Posting / Description

CIELAP: Canadian Institute for Environmental Law and Policy

Title: Youth Engagement Programme Coordinator.

Reports to: Communications and Project Management Officer.

Based in: Downtown Toronto.

Salary: \$14 per hour.

Work week: 37.5 hours p/wk, Monday to Friday, with some evening and weekend work required.

Start date: January 4, 2010 or when approved.

Position duration: 12 months.

Organisation Detail:

CIELAP is a respected 39-year old registered federal charity that facilitates and informs the development of public policies, laws and decisions that foster sustainability, and a supportive and resilient natural environment. For more detail, see: www.cielap.org.

CIELAP is seeking a self-starting, enthusiastic, multi-tasking relationship-builder who can expand our respected work in environmental and sustainability research through directly engaging youth with an interest in policy development and the Canadian policy process. Close relationship-building with identified student populations at York University and the University of Toronto is an integral part of this position's work, as is public speaking to university and other diverse youth populations. Familiarity with the Internet and social media tools (i.e. Twitter and Facebook) is required as these will be primary tools of dissemination for the youth-developed policy research.

Job purpose:

You have the willingness to learn how to be a *Leader in Sustainability*, and then use those skills, along with your existing enthusiasm and excellent relationship-building skills, to lead a team of student participants and CIELAP mentors as they: build the *CIELAP Youth Sustainability Advisory Council*; develop CIELAP-affiliated *Youth Engagement-in-Sustainability-policy University Clubs* at the University of Toronto and York University; and support youth to research environmental policy issues, prepare briefs and policy suggestions, and use the Internet and social marketing tools to communicate youth policy research findings to other youth, politicians, other decision-makers, opinion leaders, and others interested in using informed analysis.

Key responsibilities and accountabilities:

- 1) Develop, launch and manage CIELAP's *Youth Engagement-in-Sustainability-policy* project.
- 2) Approach university-based youth communities to engage them in the *Youth Engagement-in-Sustainability-policy* project and to invite representatives to sit on a *CIELAP Youth Sustainability Advisory Council*.

- 3) Schedule and facilitate monthly meetings with the *CIELAP Youth Sustainability Advisory Council* to plan and review project goals, research topics, project strategy, dissemination methods, event planning, peer reviews, and other pertinent issues.
- 4) Lead the establishment of two *Youth Engagement-in-Sustainability-policy University Clubs*; one at York University and the other at the University of Toronto.
- 5) Seek program mentors from CIELAP's network of professionals.
- 6) Guide youth participants in writing briefs and/or disseminating research about the state of various environmental / sustainability issues and what policy changes they think are needed. Participants will be encouraged to connect environmental policy to issues of equity, poverty and justice.
- 7) Work with youth to develop strategies to disseminate youth policy briefs and other information about environmental / sustainability law and policy to other youth, elected politicians, career civil servants, and other decision-makers and opinion leaders. Social media tools such as Facebook and Twitter, word of mouth, and campus visits will be used.
- 8) Devise and help implement creative methods for youth participants to reach a broader range of audiences, such as speaking to high school students, faith groups, cultural organizations, and holding community events.
- 9) Facilitate collaboration between youth and mentors to ensure that policy briefs, communications messages, and other project products and strategies are reviewed, enhanced and of high quality.
- 10) Develop a collaborative website for the *Youth Engagement-in-Sustainability-Policy* project which will enable participants to share ideas, post briefs, post event information, and give and receive feedback.
- 11) Organize recognition events for youth participants and project mentors.
- 12) Foster and maintain stellar relations with all project participants.
- 13) Monitor and report on activities and provide relevant management information.
- 14) Develop and facilitate project evaluation process.
- 15) Liaise and attend meetings within CIELAP.
- 16) Attend training to develop relevant knowledge and skills.

Qualifications:

The completion of a university undergraduate degree in a subject area that relates to CIELAP's work, including environmental science, environmental studies, planning, or public administration, is required. Applicants should also have some knowledge of environmental law and policy in Canada and in Canadian provinces.

Personal skills required:

- 1) Work well independently and with teams.
- 2) Self-starter who can also multi-task.
- 3) Creative (lateral) thinking abilities.
- 4) Enjoy discussing ideas and do so from a place of understanding.
- 5) Research skills, especially Internet research.
- 6) Enjoy and excel at public speaking.
- 7) Strong oral and written communications skills, including the ability to communicate to either generalized or specialized audiences.
- 8) Ability to facilitate group processes and engage with diverse audiences.

- 9) Excel at relationship building.
- 10) Excellent time management and organizational skills
- 11) Good abilities in MS Office Suite.
- 12) Good abilities with Internet and social media tools.
- 13) Good abilities in budgeting and financial control.

**CIELAP IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN AND VISIBLE
MINORITES ARE ENCOURAGED TO APPLY.**

For more information:

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