

Engagement Coordinator

Employment Term: 1 Year Contract, Part-time

Canadian Environmental Law Association (CELA) is a non-profit, public interest organization established in 1970 to use existing laws to protect the environment and to advocate for environmental law reforms. Funded by Legal Aid Ontario, CELA is one of 76 community legal clinics located across Ontario, 18 of which offer services in specialized areas of the law.

With funding from the Charles Stewart Mott Foundation, CELA's Healthy Great Lakes program engages a broad network of individuals and organizations in shaping, implementing, and making use of laws and policies that protect and restore the waters of the Great Lakes- St. Lawrence River Basin.

Overview of position:

The Engagement Coordinator will be responsible for development and implementation of an Engagement Strategy for CELA's Healthy Great Lakes program. The Engagement Coordinator will report to Special Projects Counsel, Healthy Great Lakes. This is a part-time position, which consists of two work days per week, working remotely and participating in meetings and workshops (some of which will require travel to in person events).

Key Duties and Responsibilities:

- Works in collaboration with Special Projects Counsel, Healthy Great Lakes
- Participates in and acts on advice from Healthy Great Lakes Advisory Committee
- Develops and implements Engagement Strategy (aimed at both engaging with government & with interested publics)
- Conducts research and writes reports related to engagement efforts within Healthy Great Lakes program
- Facilitates meetings of networks under Healthy Great Lakes program
- Liaises and builds relationships with Indigenous communities, supporters, collaborators and unusual allies

Experience and Competencies Required:

- Relevant Post-Secondary Degree/Diploma or equivalent combination of experience and education
- Excellent verbal and written communication skills
- Experience facilitating and organizing meetings, workshops, webinars
- Experience engagement organizing and working in collaborative networks
- Understanding of Ontario Water Policy
- Outstanding organizational, administrative, and planning skills with strong attention to detail
- Ability to work flexible hours

Salary commensurate with experience.

To be considered, please submit your cover letter and resume to Ajman Ladher at ajman@cela.ca by 5pm(ET) on Wednesday, June 5, 2019. We thank all candidates in advance for your interest. We will contact only those selected for an interview. Please advise us if you require any accommodations.