

Rideau Environmental Action League  
Environment Centre Planner  
26-week Job Creation Program Contract

**Title:** Environment Centre Planner

**Employer:** Rideau Environmental Action League. REAL is a small, non-profit community environmental group. See [www.REALaction.ca](http://www.REALaction.ca) for more information.

**Location:** The REAL DEAL Store and Environment Centre, 85 William St., West, Smiths Falls, ON

**Application Deadline:** Please send a resume and cover letter to REAL at [info@REALaction.ca](mailto:info@REALaction.ca) by midnight Oct. 14, 2008.

**Start Date:** ASAP

**Eligibility:** Applicants must be unemployed and have either established or ended an EI claim within the last 3 years, or a maternity/parental EI claim within the last 5 years. The successful candidate will be employed under the Job Creation Program

**Salary:** \$423/week for 26 weeks, 40 hours/week Monday to Friday

**Job Description (Summary):**

The Environment Centre Planner is responsible for establishing, researching and maintaining information resources for the Environment Centre.

**Requirements:**

- Strong organizational skills
- post-secondary education or comparable experience in office management, communications, environmental studies, community organizing or non-profit organization management
- knowledge of Lanark and Leeds and Grenville counties
- good writing and oral communications skills
- creative
- willing to consult and ask questions
- interest in protecting the environment
- interest in promoting social change and education
- self-motivated
- availability to work some evenings or weekends
- computer literate, including email, word processing and internet
- drivers license and access to a car an asset

**Duties & Responsibilities:**

- Become familiar with all of REAL's projects

- Respond and track public inquiries about protecting the environment by phone or in person
- Develop specialized kits of information for specialized markets
- Complete an online resource of area organizations accepting materials for reuse / recycling
- Produce displays and maintain stocks of printed information
- Create a reference document of frequently asked questions
- Develop, implement and document marketing strategies for the Environment Centre
- Train volunteers in some tasks.
- Other duties as required.

**Other Duties:**

- Assist the REAL Deal Store manager up to 4 hours a week
- Assist with and to organize, plan and deliver, seminars and events.