



## NET-ZERO EDUCATION COORDINATOR - STUDENT INTERN

<b>ORGANIZATION:</b>	Foundation for Environmental Stewardship
<b>POSITION:</b>	Full-time, seasonal
<b>LOCATION:</b>	Anywhere in Canada, this is a virtual, work-from-home position
<b>PAY:</b>	\$20/hr
<b>NUMBER OF POSITIONS:</b>	1
<b>START DATE:</b>	May 22 or 31, 2023
<b>END DATE:</b>	August 31, 2023

## ABOUT THE FOUNDATION FOR ENVIRONMENTAL STEWARDSHIP

The Foundation for Environmental Stewardship (FES), is a youth-led and youth-serving sustainable development organization and Canadian registered charity. As the final generation that can solve climate change, FES empowers young Canadians to create a more inclusive, fair, prosperous, and sustainable future. FES' intended impact is to see to it that by 2030, Canada is implementing adaptation and mitigation strategies compatible with a climate-resilient future, through the influence and action of young leaders. To do so, FES deploys three programs:

**The Youth Harbour.** A youth-for-youth climate support system that provides financial and technical support for youth-led organizations and youth organizers. Mainly, FES pools philanthropic funds, and redistributes funds to youth, and provides fiscal sponsorship and administrative support. In addition, FES offers various other support services to youth leaders such as branding support, co-working spaces, and coaching.

**SDGs LAB.** A program geared for educational institutions, to introduce students to the UN Sustainable Development Goals (UN SDGs), and its strengths, implications, and compatibility with local contexts.

**Net-Zero Climate Solutions Portal:** A youth-developed net-zero education program catered for communities in rural and remote areas on topics of net-zero concepts, solutions, and projects. The program serves to educate youth and families on net-zero climate solutions through educators and community partnerships, leading to the implementation of relevant high-impact net-zero projects and climate resilient communities. This project is new and is funded by Environment Climate Change Canada (ECCC) and Canada's Net-Zero Advisory Board.

## THE POSITION AND RESPONSIBILITIES

The successful candidate will play a key role in supporting FES build the Net-Zero Climate Solutions program. Reporting directly to the Program Manager, the Education Coordinator will primarily be responsible for supporting the Program Manager to create this new project from the ground up, supporting the creation of the educational resources for the Net-Zero solutions portal and operational infrastructure of the new program. The Education Coordinator will perform research, outreach, partnership management and content development, while also handling some administrative tasks as necessary. Note, this position is dynamic and exciting – meaning that everyday can look different!

### Key Responsibilities:

- **Program Development:**
  - Research existing Net-zero curriculum and lesson plans
  - Create educational materials like lesson plans and lesson resources
  - Evaluate the lesson plans submitted by educators and confirm that they match provincial curriculum for 9 Canadian provinces
  - Editing and finalizing the branding of lesson plans for publishing on the portal
- **Partnerships Coordination:**
  - Support in the outreach and onboarding of teachers and educators for short term lesson plan development contracts
  - Track the progress and submissions from teachers and educators to ensure we are meeting deliverables and deadlines
  - Assist with contract and payment logistics
  - Connect and liaise with any partners related to the project, maintaining and cultivating relationships with potential supporters.
- **Outreach and PR:**
  - Assist the Program Manager with developing a PR strategy for the portal by finding contacts within public school boards across Canada to reach out to for awareness building
- Other administrative duties and operations support as they arise.

## QUALIFICATIONS

### Essential Qualifications\*:

- Currently enrolled in post-secondary education.
- Between the ages of 18 to 30 at the start of the job placement.
- Experience (1-2 years) in an administrative role with project management or program coordination/support (this can be satisfied through work, internship/co-op, volunteer, and extracurricular activities).

- Exceptional skills in leadership, time management, partnership relations
- Experience working in educational contexts throughout Canada.

#### Other Qualifications:

- Bachelor's Degree in a related discipline, including but not limited to education, environmental sciences, engineering, communications. Upper year undergraduate and master's students seeking a full-time position are also eligible.
- Demonstrated interest in relevant domains, particularly in net-zero solutions, (ie. sustainability, climate, environment, education, youth engagement and action) is considered an asset.
- Proficient with using word-processing, database and spreadsheet software (most notably Microsoft Office suite, Google Docs and Excel).
- Experience working with Slack and Monday.com, highly preferred.

#### Skills and Competencies:

- Outgoing, energetic, and a positive attitude to work effectively and collaboratively with colleagues in a virtual environment.
- Eager to be in a fast-paced, entrepreneurial environment with a high learning curve.
- Excellent interpersonal and communication skills; able to easily engage in conversations and manage relationships with stakeholders.
- A self-starter able to take initiative on responsibilities with minimal supervision; proven ability to work independently.
- Highly organized with strong attention to detail; able to juggle multiple responsibilities while consistently delivering results.
- Ability to speak, write, and communicate in French is a strong asset.

To apply for this position, please send a copy of your resume and cover letter (PDF) to [admin@FESplanet.org](mailto:admin@FESplanet.org) with your name and the job title as the subject. Your application should address how you meet most or all of the requirements listed under "Other Qualifications" and "Skills and Competencies." **This position is open until filled. Review begins on May 12, 2023.**

FES does not discriminate on the basis of race, colour, religion, sex, sexual orientation, gender identity or expression, national origin, disability, veteran status, marital status, or based on an individual's status in any group or class protected by federal, provincial, or local law. **FES encourages applications from equity-deserving groups, minorities, womxn, and all other qualified applicants.**