

GRANT PROJECTS COORDINATOR

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| ORGANIZATION: | Foundation for Environmental Stewardship |
| POSITION: | Full-time, Contract |
| LOCATION: | Anywhere in Canada, this is a virtual, work-from-home position |
| PAY: | \$23/hr |
| NUMBER OF POSITIONS: | 1 |
| START DATE: | October 2nd, 2023 |
| END DATE: | June 28th, 2024 (with option for renewal) |

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.

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.

N:OW for Net-Zero: A program that aims to provide educational resources and funding to students and educators on net-zero concepts and solutions to reduce GHGs in schools and increase climate and net-zero literacy across the country. This project is new and is funded by Environment Climate Change Canada (ECCC) and Canada's Net-Zero Advisory Body. The three main resources within the program are:

Curriculum for Net-Zero: Curriculum linked lesson plans and classroom resources on net-zero and climate solutions.

Solutions for Net-Zero: Practical examples of net-zero and climate solutions that can be implemented by students and educators in schools and local communities.

Funding for Net-Zero: Grants for schools to implement high-impact net-zero projects that will reduce emissions in their community. Available grants anywhere between \$2,500 - \$15,000.

THE POSITION AND RESPONSIBILITIES

The successful candidate will play a key role in supporting FES launch the N:OW for Net-Zero program. Reporting directly to the Program Director, the Grant Projects Coordinator will primarily be responsible for supporting the Program Director to launch this program with students and educators across Canada, supporting the management and coordination of the grant applications, grantee project implementation, and reporting. The Grant Projects 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:

- **Grants Management:**
 - Assist with the acceptance, reviewing, and selection of grant proposals for the Funding for Net-Zero grants program
 - Onboard new grantees
 - Mentoring and monitoring grantees to ensure implementation is happening as agreed upon and GHG reduction metrics are being met
 - Finalizing and building reports for each grantee group on their projects and implementation journeys
- **Program Development:**
 - Assist with streamlining and improving programmatic resources and systems
 - Developing technical documents for the grants process including but not limited to contracts, guide books, onboarding materials etc.
 - Assist with the creation and publishing of case study workbooks for each grantee project
- **Partnerships Coordination:**
 - Research partners in the energy and net-zero sector that would be able to collaborate on the creation of and suggestions for net-zero projects geared towards students
 - Assist the Program Manager with finding 10-15 mentors for student net-zero projects
 - Connect and liaise with any partners related to the project, maintaining and cultivating relationships with potential supporters.
 - Liaise and coordinate the Steering Committee and Mentor Roster
- **PR and Outreach:**
 - Assist with the creation and implementation of outreach and PR campaigns to ensure that Canadians, especially those in rural, remote and indigenous communities are aware of the Funding for Net-Zero resource
- 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) with program coordination and support
- Exceptional skills in leadership, time management, partnership relations
- Experience with, and a robust understanding of, climate science and net-zero principles.

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.
- Experience working in educational contexts throughout Canada.
- 1-2 years experience in an administrative role with project management (this can be satisfied through work, internship/co-op, volunteer, and extracurricular activities).
- Demonstrated interest in relevant domains (ie. sustainability, 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:

- Eager to be in a fast-paced, entrepreneurial environment with a high learning curve.
- A self-starter able to take initiative on responsibilities with minimal supervision; proven ability to work independently.
- Excellent interpersonal skills; demonstrating a positive attitude to work effectively and collaboratively with colleagues in a virtual environment.
- 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 jess@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 September 8th 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.**