



The Credit Valley Conservation Authority (CVC) is a partnership of the municipalities within the Credit River Watershed. We are dedicated to conserving, restoring, developing and managing the natural resources of our watershed. Together we have a long and successful history of ensuring a clean supply of water for human and environmental needs. At this time, we are seeking to fill the position of:

## **Program Coordinator, Greening Corporate Grounds**

Full-Time Permanent Position

### **SUMMARY OF FUNCTIONS**

Coordinate the further development and delivery of CVC's Greening Corporate/Institutional Grounds Program. Aid clients with project checklist, provide site concept, planting plans and advice, provide education, market program, support external and internal partnerships, and aid with outreach/education to landscape industry.

General program goals are:

- to enhance efforts to protect, restore and improve natural habitats and other aspects of outdoor environmental management on corporate/institutional lands within CVC's jurisdiction in Mississauga and Brampton;
- to promote the need for, benefits and practices of urban ecological landscaping and related outdoor practices, such as green outdoor infrastructure and outdoor pollution prevention;
- to support the implementation of urban watershed, subwatershed and related studies (eg. TEEM, Lake Ontario Shoreline, Fletchers, Sheridan and Cooksville Creeks);
- to further develop related partnerships with landscape-related businesses, NGOs, Municipalities, TRCA, Region of Peel, other agencies and landowners.

### **ELIGIBILITY REQUIREMENTS**

- Minimum 3 years post-secondary education with a specialization in environmental sciences/studies, applied urban ecology, landscape architecture/design, ecological restoration or related disciplines;
- Minimum 5 years experience related to major tasks (applied ecology, landscape design, and adult environmental education/facilitation)
- Demonstrated knowledge of ecological principles, ecosystems, restoration, ecological landscaping and outdoor green infrastructure within an urban context;
- Experience with landscape design software;
- Experience in adult environmental education program or materials development and delivery;
- Experience with GIS an asset;
- Experience working with corporate clients;
- Excellent organizational and project management skills;
- Experience working with or coordinating committees, external partners and volunteers;
- Experience working with or coordinating interdisciplinary teams;
- Experience with event coordination and planning;
- Excellent communication and interpersonal skills;
- Valid Ontario 'G' Driver's License
- Able to work some weekends and evenings.

### **SUMMARY OF MAJOR TASKS**

Perform the following tasks under limited direction.

- Aid clients with established project checklist, provide site concept plans, planting plans, site advice, site monitoring and, on a more limited basis, assistance with installation of plantings;
- Develop, edit and deliver educational materials, workshops, presentations, and other support materials and tools related to corporate/institutional greening;
- Market program, in collaboration with partners and CVC Communications Dept.;

- Coordinate and/or support partnerships with Evergreen, TRCA, Region of Peel, Municipalities, Business Associations, and others in developing, delivering and/or marketing the program;
- Coordinate and/or support internal CVC and/or external consulting teams in planning and executing site projects, such as wetlands, bioswales, and permeable paving, within limits of CVC liability and mandate;
- Aid with outreach/education to landscape industry;
- Conduct research as needed to provide high quality information;
- Aid with program planning, development and administration;
- Aid with funding strategies and possibly proposals in support of the program;
- Aid with supervision of staff and volunteers as required;
- In cooperation with CVC staff ensure that actions taken are supported by the most current science and technical approaches (e.g. CRWMSU, Lake Ontario Shoreline Strategy, Watershed Restoration Strategy, urban watershed studies and others);
- Ensure safety of all project participants;
- Aid with program logistics as needed;
- Support Urban Outreach projects on public and residential lands;
- Support CVC studies and outreach efforts related to urban greening;
- Other duties as assigned.

CVC offers a full benefit package including health, dental, life and disability insurance, pension plan and a staff identification pass which entitles you to free entry into all conservation areas! CVC also offers its employees a compressed workweek and flex-hours.

Salary starts at: \$60,134

Forward resume by **February 5, 2010** to:

**Credit Valley Conservation**

Fax (905) 670-5613 or E-mail: [hrcvc@creditvalleyca.ca](mailto:hrcvc@creditvalleyca.ca)

[www.creditvalleyca.ca](http://www.creditvalleyca.ca)

Please quote **"Program Coordinator, Greening Corporate Grounds"** on resume/letter.

**A cover letter outlining your interest in this position must accompany your resume to be considered for this position.**

Resumes and cover letters submitted electronically must be submitted in Word format

We thank all applicants for their interest. However only those selected for an interview will be contacted. No phone calls please.

Credit Valley Conservation is an Equal Opportunity Employer.