

Sustainability Assistant

Duties & Responsibilities:

The Sustainability Assistant will report to the Sustainability Projects Coordinator. The assistant will provide skilled assistance on a variety of sustainability projects within the Office of Sustainability. This includes performance of a wide variety of tasks, assisting with data analysis, report creation and the design and promotion of student engagement materials. After receiving general instructions on the Office of Sustainability projects and objectives, the assistant is expected to assist in organizing, planning and scheduling their work to obtain the required information or complete the required tasks. The assistant is required to research relevant subject material and work with the office staff to communicate desired outcomes, create an action plan and engage the campus community.

Competencies:

- **Communication**
 - Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.
 - Write reports that are logically structured and contain all relevant information. Adapt writing style in consideration of different audiences.
 - Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.
 - Create engaging website, newsletter and social media content.
- **Teamwork and Leadership**
 - Contribute to team projects/tasks; fulfill the required roles, participate in discussions to improve effectiveness.
 - Accept responsibility for decisions and display a positive attitude and perseverance.
 - Model a strong desire to succeed by demonstrating adaptability to achieve goals. Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.
- **Planning and Organizing**
 - Effectively apply organizing and planning skills to manage work.
 - Proactively plan and manage work; monitor results through to successfully complete plans.
- **Problem Solving Skills**
 - Make decisions in accordance to accepted practices and guidelines.
 - Use problem solving strategies to identify and resolve problems, issues and determine solutions.
- **Analysis and Research**
 - Collect primary data and/or assist in carrying out surveys.
 - Gather relevant secondary data and organize information in a logical manner.
 - Analyze metrics/samples/surveys for quantitative/qualitative research.
 - Knowledge of software systems to support the position. Experience with Microsoft Office (Word, Excel, Outlook) is required. Experience with ESRI GIS, graphic programs such as Adobe CS and social media platforms is an asset.
- **Digital Technology Skills**

- Performs basic computer tasks, such as creating documents, saving files, and sending an email.
- Prepares social media posts, reels and short videos in accordance with UM brand guidelines.
- **Presentation Skills**
 - Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language.
 - Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.
 - Facilitate interactive presentations of advanced information customized to the interests and needs of the audience.
- **Personal Management**
 - Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
 - Embrace new opportunities, learn continuously, and identify the importance in every job/task.

Qualifications & Requirements:

- Interest in sustainability, climate action, transportation, and waste reduction
- Good communication skills
- Problem-solving skills
- Hardworking
- Ability to work independently and within a small team
- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment. International students are not eligible participants.
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Salary:

\$19.00 per hour

How to apply:

All interested applicants are required to submit a tailored resumé and cover letter to sustainability@umanitoba.ca