



TRANSFORM
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Position Description

Digital Network Coordinator – Canada

Fixed term position

POSITION SUMMARY:

The **Digital Network Coordinator** will work closely with the Executive Director and Steering Committee on programs that support virtual peer and mentor connections to advance pressing environmental issues. The Digital Network Coordinator will lead the coordination, enhancement, and impact measurement of two of Leading Change's new virtual programs:

1. **Leadership Coffee Chats** which bring small groups of youth together in conversation with an established environmental leader for knowledge exchange, career advice, and industry insight.
2. **Leading Change Hubs** which are time-bound groups of young people united by an area of interest or shared identity. Groups of 10+ youth commit to a virtual 10-week, 5-session program facilitated and administered by Leading Change. Mentors and experts may be invited to sessions to provide insight or help move ideas to execution.

These programs are closely linked to Leading Change Capital – a biennial youth leadership summit that will unite 150 young Canadians from coast to coast to coast in April 2021. The summit focuses on mobilizing the financial capital needed to fund a low-carbon future while strengthening the social capital and political will to make ambitious change happen.

Training and ongoing guidance will be offered on all digital platforms required to perform tasks. The candidate will benefit from additional soft skill development and opportunities to job shadow through a broad network of environment and sustainability professionals. Leading Change is part of a constellation of organizations including The Delphi Group, GLOBE Series, and EXCEL Partnership. We work together toward a common purpose: to achieve **a sustainable, prosperous and socially just future in a generation.**

We value and are committed to equality, diversity and inclusion in our workplace and programs. This commitment includes developing and implementing strategies to ensure the inclusion of persons from visible and non-visible minorities and persons with disabilities. We foster an inclusive workplace culture in which every individual feels welcome, respected, valued and supported at all stages of the employment life cycle.

This is a full-time, fixed term position with the option to work remotely.

RESPONSIBILITIES:

- Supporting the scheduling, coordination, and outreach associated with Leading Change's virtual peer and mentor engagement programs
- Conducting research on best practices for intergenerational dialogue and digital relationship building
- Identifying, compiling, and reaching out to alumni and speaker contacts within and outside Leading Change's network
- Creating a database of individuals and supporting enhancement to existing databases and CRM system
- Option to participate and contribute to other programs that connect to the applicant's personal and professional interests

EXPERIENCE and ATTRIBUTES:

- Strong interpersonal skills
- Strong writing and communication skills (English)
- Experience with various software programs (e-mail, word processing, databases, MS Excel) and adaptability to new software
- Ability to plan and organize day-to-day workload and set priorities
- Experience with facilitating, moderating, or presenting to groups an asset
- Experience or interest in sustainability and environmental work an asset
- Experience with building databases and / or social network analysis (SNA) an asset
- Bilingualism (English/French) is an asset

DETAILS:

This position is funded through the Digital Skills for Youth program. Applicants must be aged between 15 and 30 and be a Canadian citizen, permanent resident or person who has been granted refugee status in Canada.

Start date: November 16, 2020

Salary: \$20-25 hourly for 37.5 hours per week over 20 weeks

Location: Based in Canada with option to work remotely as we monitor the evolving COVID-19 crisis

Leading Change values and encourages the contributions of individuals who identify as members of communities traditionally underrepresented in positions of leadership or power (Black, Indigenous, persons with disability, visible minorities, LGBTQI2+). We recognize that structural barriers shape experiences and opportunities and take this into consideration with screening and selection decisions.