

## **Community Engagement Coordinator**

[Carbon Conversations TO](#) (CCTO) is a volunteer-run group that aims to motivate individuals in Toronto communities to express their concerns about climate change while gaining tools and resources to help them reduce their carbon footprint. Our program is designed using reputable [Carbon Conversations](#) materials developed by psychotherapist Rosemary Randall and engineer Andy Brown in the UK. We have been delivering the program in Toronto with great success since 2018 and we continue to expand our reach and impact each year.

### **As a team, we value:**

- Self-care and achieving a healthy balance with our different life priorities
- Finding a role that meets our team members' interests and the opportunity to grow and expand their skill set
- Professionalism & accountability to help us achieve our joint mission and desired impact
- Supporting each other in the climate action journey

### **More context about this role:**

#### **What you would be doing:**

- Develop a community engagement strategy for our CCTO volunteers, Climate Action Facilitators and community of past CCTO event participants.
- Organize volunteer appreciation events and recognition initiatives to celebrate the contributions of volunteers.
- Plan and organize volunteer engagement events and activities to foster a sense of community among volunteers.
- Provide ongoing communication and support to volunteers, addressing any questions or concerns that may arise.

#### **Key Skills and/or Experience (*that help with the role*):**

Applicants do not need to possess all of the below requirements, but should possess some of the following:

- Previous experience in community engagement, volunteer management, or a similar role is highly desirable.
- Strong interpersonal and communication skills, with the ability to build and maintain relationships with diverse stakeholders.
- Ability to work with limited resources, seize opportunities and think creatively.

- Good work ethic, a flexible and non-judgmental approach to people.

**What would be considered an asset:**

- Familiarity with volunteer programs or nonprofit organizations.
- Strong interpersonal and communication skills, with the ability to build and maintain relationships.
- Previous experience in planning volunteer activities and/or professional development trainings.

**Timing and Commitment:** We ask for a 6-month commitment to the volunteer role at approximately 15h per month (flexible based on your needs).

**Benefits:**

- Connect with a community of passionate humans who are working together to normalize climate action through a unique approach based on climate psychology.
- Make a difference and support others in their journey of climate action.
- Develop skills in strategic thinking, fundraising and project management as you take the lead on a foundational pillar in CCTO's strategy.
- Join any of CCTO's programming for free (Climate Change & You (\$60 value), Facilitator Training (\$300 value)).
- Opportunity to join CCTO team building volunteer activities and/or professional development trainings.

**How to apply:** Share with us why you are interested in this role and your resume to [info@carbonconversationsto.com](mailto:info@carbonconversationsto.com). Please write 'Community and Engagement Coordinator Application' in the email subject line.