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## Internal/External Job Posting

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### **Greenest City Environmental Program Coordinator (Canada Summer Jobs)**

West Neighbourhood House, formerly St. Christopher House, is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown West Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families, and groups in the community to gain greater control over their lives and community.

The Greenest City program is looking for an energetic, passionate, and creative individual with skills/interest in climate action through land stewardship and urban agriculture. Using a community development/engagement approach, the position will support local urban agriculture with community members and will support delivery of programs, workshops, and activities with the vibrant and diverse community in the Parkdale neighbourhood. The position will also be involved in special projects and program evaluation.

This eight week, 35-hour/week position is a great opportunity for students interested in working both indoors and outdoors and who are wanting to take climate action at the neighbourhood level. Most work will take place at our Parkdale site and gardens, though some work may be remote. The position will work alongside with the Greenest City staff, students and/or volunteers.

The Environmental Program Coordinator position is funded by Employment and Social Development, Canada. As per the Canada Summer Jobs eligibility criteria, the applicant must be between the ages of 15-30, have a valid SIN, and be a Canadian Citizen, Permanent Resident, or person who has been granted Refugee status in Canada. Please note that international students, and those who are in Canada on a work, youth, or visitor visa/permit, are not eligible for the program.

**West Neighbourhood House is actively seeking qualified applications from Indigenous, Black, and People of Colour, people with disabilities, women, and people of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.**

**West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.**

#### **Responsibilities:**

- In collaboration with community members, volunteers, and staff, takes climate action through land stewardship, urban agriculture, earthworking, composting, planting, watering, and general garden maintenance.

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- Delivers and supports climate action/urban agriculture programming, workshops, events, and activities with an eye to knowledge transfer, skill and leadership development, and community engagement.
- Participates in and/or does research on Greenest City Special Projects as required (e.g. pollinator gardens; new climate action initiatives; kids Great Garden Adventure, community events, program planning, etc.).
- In collaboration with GC staff and using strong community-building skills, works with community members to support existing sustainable food growing spaces and community food growers (e.g. supporting Steering Committees for Milky Way Food and Climate Action Hub, HOPE Garden and Dunn Indigenous Garden if required).
- Works collaboratively as a part of the Greenest City team to achieve the Greenest City program's goals and outcomes through delivering and organizing the program activities above.
- Participates in team meetings, and weekly supervision meetings, communicates and works together regularly with team members.
- Embodies and promotes anti-racist, anti-oppressive, equity-seeking practice in all aspects of work and contributes to a stimulating learning environment that is inclusive, respectful, and culturally sensitive for Greenest City participants.
- Various administrative duties, including statistics, program records, reporting, etc. that contribute to program systems and their development and general office space duties.
- Other duties as required, including participating in House-wide events and opportunities as appropriate.
- Follows West Neighbourhood House related policies and procedures, including working in a hybrid fashion as appropriate.

### Qualifications:

- Strong commitment to and passion for the environment.
- Curiosity and interest in learning, sharing knowledge, and working collaboratively.
- Experience with or interest in urban agriculture or other agriculture.
- Experience with or interest in climate action initiatives at the local level.
- Experience in leading and designing workshops, leading activities, and group facilitation.
- Experience working on neighbourhood initiatives.
- Experience in working with diverse groups of people.
- Strong communication skills: spoken, interpersonal, and written.
- Good computer skills (word, excel, teams, zoom).
- Able to work alone and as part of a team effectively.
- Able to take initiative and meet deadlines.
- Demonstrated commitment to the principles of social justice and DEI principles.
- Experience in community development is an asset.
- Residency in Downtown West Toronto is an asset.
- Fluent in languages other than English is an asset.
- Some evenings and weekends are required.



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**Status:** Summer Contract to August 15, 2025  
**Start Date:** June 23, 2025  
**Hours:** 35 hours per week  
**Rate:** \$19.40 per hour  
**Unit:** Community Programs and Social Change  
**Immediate Supervisor:** Coordinator, Community Engagement  
**Posting Date:** May 7, 2025  
**Closing Date:** May 21, 2025

**Please submit your cover letter and resume clearly indicating “Greenest City Environmental Program Coordinator” in the subject line by 5:00 p.m. on the closing date to:**

Hiring Committee  
248 Ossington Ave.  
Toronto, Ontario  
M6J 3A2  
[jobs@westnh.org](mailto:jobs@westnh.org)

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West Neighbourhood House is an equal opportunity employer. We thank all applicants,  
but only those candidates to be interviewed will be contacted.

*A United Way Member Agency*

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