Virtual Network Coordinator

Hourly Rate: $16
Term: 9 weeks June 17- Aug 16, 2019, 30 hrs per week (with the possibility of extension)
Some weekend work may be required, and this will be balanced with subsequent days off.
Start date: June 17th, 2019, apply ASAP applications will be reviewed on a rolling basis. Applicants may be emailed for a phone interview.
Location: Work from home Greater Toronto Area

Waterlution is hiring a Virtual Network Coordinator who will be located in or near Toronto, Ontario. Funding is secured for 9 weeks through the Canada Summer Job Program and possibility of renewal for up to 6 months if more funding secured. Please review the “Are you the right fit for this position?” section thoroughly before applying.

About the position:
- Manage Waterlution’s social media accounts. Prepare and promote social media content, photos and videos for Water Innovation Lab Canada and other Waterlution programs. Report on online engagement, and suggest strategies to increase engagement
- Create content videos for social media with the information provided by other Waterlution staff and volunteers and your own touch
- Manage the online community of Water Innovation Lab alumni. Organize, promote and deliver Water Innovation Lab webinars for current and past Water Innovation Lab participants
- Prepare Water Innovation Lab Canada website updates
- Organize and host two water innovation themed booths or activities at local festivals/events to promote Waterlution’s Water Innovation Lab program and continual learning for water professionals in the local area
- Host one professional development workshop for youth and young professionals entering the environmental field
- Research and report on strategies for further engaging and incorporating diverse people and cultures in Water Innovation Labs in person and through digital technology
- Produce blog content water innovation, digital communities/networks and leadership
- Support the team in building the Water Innovation Lab (WIL) Canada 2019 program, an immersive professionals development training for young water-sector professional. WIL Canada 2019 will take place in Alberta. The selected candidate to travel and attend WIL Canada in Alberta as part of the team for the delivery Oct 5-11, 2019
- Assist with some administrative needs, assistance with grant writing, update documents and complete other tasks related to Water Innovation Lab Canada
Are you the right fit for this position?
- You are experienced in managing social media accounts for an NGO or business
- Demonstrated knowledge of social media engagement tools and strategies
- Interest and knowledge of Water Innovation Lab (and solid understanding of water issues in Canada is a strong asset)
- Open to Canadian youth (30 or younger) living in or near Toronto, Ontario. (Must be a Canadian citizen, permanent resident or person granted refugee status in Canada)
- Completion of a post-secondary degree in Communications, Digital Media, and/or Environmental/Water Resources/Management. Must have graduated within the past two years.
- Available to commit to full 9 weeks
- Underemployed (employed below their level of education or work part-time)
- Legally allowed to work according to the relevant provincial legislation and regulations
- Not receiving employment insurance during their internship
- A self-starter with the ability to work efficiently with minimal daily supervision
- Waterlution prioritizes training its employees in workplace health and safety, please indicate in your application any valid CPR or Health and Safety training completed.
- Waterlution is an equal opportunity employer and welcomes applicants of all backgrounds. We encourage applications from underrepresented groups to self-identify in their cover letter (indigenous people, visible minorities, women and those with disabilities)

About working from home:
- The new hire will work partly at home and partly with the President. The Coordinator will be supervised and mentored by the President, based in Toronto, ON.
- The President and Coordinator will work together one day per week most weeks to ensure strong support, skills building, understanding of role and tasks.
- A communication system will be established, and dates set for check-in on progress/deliverables and ongoing support for learning will be provided.
- The President and Coordinator will have scheduled meetings and be in daily contact via email, social media, and telephone.

About Waterlution: Waterlution’s purpose is to inspire pattern-making and pattern-breaking change towards a healthy and sustainable relationship with water. At the core of our work is the belief that by engaging future young leaders with mentors directly, we are facilitating the development of powerful leadership skills, effective community building, and directing passion into focused and purposeful action. Waterlution has programming on the Great Lakes, across Canada and around the globe.

Please submit your applications to info@waterlution.org Only those selected for an interview will be contacted, no phone calls, please!