



Program Coordinator – Green Energy Doors Open (GEDO)

The [Ontario Sustainable Energy Association](#) (OSEA) is currently looking to fill a three month contract position for a Program Coordinator, [Green Energy Doors Open](#) with the possibility of extension.

OSEA is a respected advocate, facilitator and business catalyst bringing the public, commercial and community sustainable energy sector and their supporters together to address emerging trends and the development of healthy, prosperous and ecologically sustainable communities across Ontario.

Green Energy Doors Open (GEDO) is an energy literacy communications campaign and annual showcase of individual, community, and commercial sustainable energy projects. It is organized and spearheaded by OSEA. The GEDO annual showcase weekend celebrates sustainable energy projects and success stories in provinces across Canada. The 2017 GEDO showcase will take place September 22, 23, 24 with events in British Columbia, Alberta and Ontario. The GEDO showcase will be taking place September 29- October 1st in the Ottawa Region.

The ideal candidate is someone who has a good knowledge and understanding of the green energy and sustainability sector as well as proven communication and event planning experience. The overall responsibility of the Program Coordinator is to support the host sites and Regional Partners with the following but not limited to:

- Develop advertising and marketing collateral, and target messaging to support GEDO initiatives, activities and projects;
- Create marketing and promotional templates for the host sites;
- Promote events on all social media channels, website, newsletter, blog podcast and videos;
- Coordinate with each host site to ensure that they have all of the necessary materials and resources so that they can create the best possible event for their community;
- Develop relationships with the host sites and research other sites that might be interested in participating;

- Prepare a post event report for Stakeholders;
- Support the host sites in any and every way possible, with any questions, concerns or feedback that they might need throughout their planning process.

Skills & Qualifications

- Post-secondary degree along with 3-5 years communications experience
- Excellent communications skills, verbal and written, with experience writing press releases, newsletters, and blog posts;
- Ability to communicate messages in a professional and engaging manner;
- Exceptional organizational abilities and time management skills, attention to detail is a MUST;
- Proven Event Planning skills;
- Strong computer skills and excellent knowledge of MS Office programs (including PowerPoint and Publisher);
- Good knowledge of website management (Wordpress);
- Excellent knowledge of communication programs such as MailChimp and Constant Contact;
- Photoshop or other design software (not essential but an asset);
- Previous Social Media experience (Twitter, Facebook, LinkedIn);
- Self-directed, able to work on your own with minimal direction.

Location: Ottawa, ON (Glebe area)

Salary: 40 hrs/week at \$17.50 per hour

Hours of Work: Monday through Friday, flex hours to be negotiated; position will require some evening and weekend work particularly in September; may require some travel within Ontario.

Term of Contract: July 4th through October 2nd, 2017, inclusive.

Please submit a cover letter clearly demonstrating how your skills and experience are relative to the position along with a copy of your resume by noon on **Friday, June 23, 2017** to Lisa@LabourLeadership.com