



Project Coordinator – Job Description

Position: Atlantic Canada Sustainability Initiative, Project Coordinator

Reports to: GPI Atlantic Managing Director

Start date: July 30, 2007

End date: May 1, 2008

This is a full-time (35 hours/week), contract position.

Salary commensurate with experience.

Job Summary

GPI Atlantic is seeking a dynamic, organized and motivated individual to fill the position of Project Coordinator for the Atlantic Canada Sustainability Initiative (ACSI). The Project Coordinator will oversee and coordinate all aspects of the ACSI. Duties include building and maintaining an electronic network and resource centre for sustainability partners, collaborating on the design and delivery of programming, providing logistical support for the initiative, and coordinating and facilitating communications. The ACSI Coordinator will work directly with GPI Atlantic's Managing Director and with the project management team.

While we welcome applicants from all parts of Canada, given two candidates with similar skills and experience, our preference is to hire a candidate living in Halifax.

About GPI Atlantic

Founded in 1997, GPI Atlantic is an independent, non-profit research and education organization committed to the development of the Genuine Progress Index (GPI) – a new measure of sustainability, wellbeing and quality of life. GPI Atlantic is the local coordinator of the Atlantic Canada Sustainability Initiative. Please see www.gpiatlantic.org for more information.

About the Atlantic Canada Sustainability Initiative

The purpose of the Atlantic Canada Sustainability Initiative is to build capacity amongst a diverse group of organizations who will advance sustainable development both within their own organizations and the Atlantic Region as a whole. Participating organizations (sustainability partners) include municipalities, small and large businesses, non-governmental organizations, academic institutions, and government partners.

Duties

- Collaborate with The Natural Step Canada (www.naturalstep.ca) and project partners on the design and delivery of this initiative.
- Co-develop and implement a funding plan for the initiative.
- Provide fundraising support and financial oversight for the project.
- Secure venues and provide logistical support for project events.



- Coordinate the development of a communications plan for the regional initiative and insure plan is implemented.
- Provide internal communications – between and among sustainability partners and with The Natural Step Canada.
- Facilitate peer to peer networking among project partners.
- Assemble and maintain a resource centre (books, papers, PowerPoint presentations, etc.) for project participants.
- Complete project evaluation, including the development of case studies.

Skills and Qualifications

- Demonstrated experience in project management and coordination; post-secondary education an asset
- Familiarity with The Natural Step and other sustainability tools and models an asset
- Familiarity with community sustainability planning an asset
- Familiarity and experience working in Atlantic Canada an asset
- Excellent verbal and written communication skills
- Solid financial management and fundraising experience
- Highly organized, yet flexible and adaptable to working on concurrent tasks
- A team player with the ability to build commitment within a diverse community
- Able to work well independently with minimal supervision
- Experienced in managing multiple tasks, meeting deadlines, and setting a work schedule
- Experience working with electronic resources, networks, and libraries
- Provides own working environment and computer

Application Deadline: 5 pm EST, Friday, July 20, 2007

Electronic applications strongly preferred. Please send applications to:
Clare Levin
Managing Director
GPI Atlantic
clewin@gpiatlantic.org

We thank all applicants for their interest. Only those selected for an interview will be contacted.