

GPI Atlantic

Waste Resource Recovery Intern – Job Description

Position: Waste Resource Recovery Intern

Reports to: Youth Engage Project Manager, Youth Program Director

Start date: June 4, 2007

End date: August 31, 2007

35 hours per week

\$12/hour + 4% vacation pay

Job Summary

The Waste Resource Recovery Intern will work in either Glen Haven or in Halifax, with some short distance travel required in the course of research and program delivery. The intern will be trained in youth facilitation in the HeartWood Centre for Community Youth Development Model and will help develop programs for youth according to this model in the area of waste resource recovery and environmental sustainability. Working with an established youth group as well as additional local youth and aboriginal youth, the intern will help administer programs in both indoor and outdoor settings. The intern must also assist with all organizational, communications, and administrative tasks associated with these programs.

About GPI Atlantic

GPI Atlantic is a non-profit, charitable organization. It conducts research that supports the development of an index of wellbeing and sustainable development (the Genuine Progress Index). Work is focused on Nova Scotia and Atlantic Canada, with attention given to other regions of Canada and elsewhere as opportunities permit. GPI Atlantic hopes to achieve a better understanding within the general public of the relationship between environmental, social and economic aspects of life. It works with partners such as universities, municipalities, non-governmental organizations and federal and provincial governments. It publishes and publicizes research results in order to achieve public education and dissemination of information.

The Waste Resource Recovery Intern is responsible for:

Research and Development

- Research Waste Resource Recovery initiatives in the Atlantic Provinces;
- Help develop workshops and tours for youth in examples of environmental sustainable practices;
- Help develop information files and a library in Waste Resource Recovery;

Administrative Support

- Provide administrative support to the Youth Program Director and Project Manager;
- Assist with the coordination of meetings, and conference calls;
- Organize logistics for workshops and other events; Assist in identifying and researching potential funding opportunities;
- Assist with preparation of funding proposals and reports;
- Assist with organizing training opportunities;
- Respond to general and membership-related inquiries;
- Back-up electronic files using proper procedures; and
- Other administrative duties such as filing.

Youth Communications

- Develop and maintain youth files and mailing lists;
- Assist in the on-going development/maintenance of membership processes including preparing, and coordinating the mail-out of packages, and processing youth applications;
- Liaise with youth and community organizations, including M'ikmaq youth groups, on an on-going basis;
- Maintain and update Youth Program portion of the GPI Atlantic website content;
- Assist in the preparation of written reports; and
- Work with youth on communications workshops, trainings, and projects with 'zines, podcasts, and video production.

Program Requirements

Applicants must:

- be between 15 and 30 years of age;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be Canadian citizens, permanent residents or have official refugee protection status under the Immigration and Refugee Protection Act;
- be legally entitled to work in Canada according to relevant provincial/territorial legislation and regulations;

Please note:

- Visible minorities and Aboriginal students are strongly encouraged to apply.

Skills and Qualifications

- Post-secondary student in a degree program in the social and/or environmental sciences; returning to school in fall 2007
- Having energy and good health and able to work in outdoor setting
- Highly organized, flexible, and adaptable
- Ability to prioritize multiple tasks is essential; demonstrated ability to meet deadlines under pressure is an asset
- Excellent verbal, written and editing/proofreading skills



- Strong interpersonal communication skills
- Experience organizing logistics for workshops, conferences, and other events; and
- Proficient with computer use and applications (e.g. MS Word and Excel, online research, etc.)
- Personable presence and demeanour
- Able to work well both with others and independently
- Able to work from home

Application Deadline: Wednesday, May 30, 2007, midnight

Electronic applications strongly preferred. Please send applications to:
Gwendolyn Colman
Youth Program Director
GPI Atlantic
535 Indian Point Rd.
Glen Haven, NS B3Z 2T5
gwen@gpiatlantic.org

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