

## Full Job Description

Do you have extensive knowledge and experience in sustainability, forestry, agriculture, or the natural resources sector? The Agroforestry & Woodlot Extension Society (AWES) is looking for a key member with a passion for Non-Profit to join our Society as our Sustainability Coordinator. It is expected that this individual will have experience in public education and engagement, disseminating environmental scientific information, project management or grant coordination and will liaise with external groups and/or host extension events.

The ideal candidate will possess a strong understanding of environmental regulations, sustainability practices, and project management. The ideal candidate is a detail oriented, reliable professional with a background in extension events, sustainability, agriculture, forestry, or related fields, and is passionate about environmental initiatives.

## A Bit About Us:

AWES is a growing environmental non-profit organization that provides direct assistance to landowners, municipalities, and organizations with funding or expertise on planting project design and implementation, tree health assessment, municipal policy guidance, restoration, bioengineering planning, source plant material, and the planting and maintenance of forested areas. Our planting projects extend across Alberta, and we promote community capacity building through training and workshops. AWES is helping communities and landowners make the most of their forests, large and small.

## Responsibilities

The Sustainability Coordinator (SC) will work closely with both the Executive Director and the Communications & Extension Coordinator to lead in planning and developing materials for an environmental economy knowledge grant project. As the grant project lead, the Sustainability Coordinator will contact and create a large group of stakeholders, act as the facilitator at group strategic planning meetings, compiling the latest research and knowledge of the environmental economy, creation of a 10-module guidebook and developing all content into a 2-day certification course.

The Sustainability Coordinator will engage with private landowners, academia, corporations and various other groups across Alberta in scheduling and implementing this grant program. The Sustainability Coordinator will be responsible for developing key performance indicators and reporting on the development, implementation and planned legacy of this project. The Sustainability Coordinator will ensure all grant program, and reporting deliverables are being met.

As the Sustainability Coordinator, you may be working extended hours with AWES staff & partners to deliver extension events and attend meetings, including but not limited to:

- Facilitation of stakeholder meetings,
- Assembling and disseminating information from meetings,
- Conducting extensive journal/periodical research,
- Collaborate with various groups, including NGOs, academia, community groups, corporations and government, etc.,

- Develop key performance indicators to track and monitor
- Follow and complete reporting deliverables for grant program
- Provide support to AWES staff in the development of content and host extension events including workshops & field days where you will be working with AWES staff and contractors to deliver guided walks, field days, demonstrations, and other educational content found in the field (or forest).

A portion of the Sustainability Coordinators time will be spent on assisting in grant writing, reporting deliverables, inventory management, and site maintenance at our facility based in Edmonton. Other non-field tasks may include creation of Emergency Response Plans for upcoming travel, participation in workshops or AWES extension events and other miscellaneous administrative tasks. The Sustainability Coordinator will regularly liaise with partners, clients, contractors and stakeholder groups.

### Qualifications

- A **minimum of three (3) years** of grant management, environmental management or related experience
- Has relevant post secondary schooling (diploma or Bachelor's Degree)
- Experience working in or knowledge of agriculture, forestry, natural resource and land management, or related environmental and natural sciences
- Valid drivers license required

### Skills

- Effective writing, administration, and communication skills
- Technical writing and presentation delivery
- Strong environmental literacy, and analytical skills
- Organized and detail oriented – strong multi-tasking skills
- Facilitation experience
- Experience working with stakeholders exhibiting good interpersonal skills
- Experience with Microsoft Office Suite (Outlook, Excel, Word, PowerPoint)
- Experience with Adobe Suite (Illustrator, In Design, Photoshop)
- Adept with Canva and other software

### Hours

Contract (approx. January 2026-December 2027), Full-time, 40-hrs week

The Sustainability position will be hybrid, with a minimum of 3 office days required per week. This position is primarily office based, with travel required for meetings, extension events and other public engagement opportunities. Accommodations and per diems are paid for staff when working outside of Edmonton overnight.

Join our team as a Sustainability Coordinator and contribute to an amazing grant program while developing your skills in a dynamic work environment. If you are passionate about sustainability, public education and engagement, and have the required skills, we encourage you to apply.

### **How To Apply**

Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience, and relevant examples of required competencies. Please submit a cover letter with your resume and an example of your writing skills (i.e., a report, newsletter, policy, etc. that you have created).

Candidates are required to apply for the job online. No phone calls.

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.

**Salary:** Depends upon experience, approximately \$58,000 annually