

## PART-TIME JOB POSTING

School Travel Plan Facilitator (Cape Breton)  
Active & Safe Routes to School program  
Ecology Action Centre, Halifax, Nova Scotia

## ORGANIZATION

The Ecology Action Centre, established in 1971, is Nova Scotia's largest and most active environmental organization. We work on sustainable transportation, marine and coastal issues, wilderness issues, urban issues, sustainable food production, climate change issues and alternative energy.

A program of the Transportation Issues Committee, Active & Safe Routes to School (ASRTS) encourages active, non-motorized forms of transportation to school, such as walking and cycling. The Cape Breton School Travel Planning Facilitator will work with six Cape Breton-Victoria Regional schools to develop active transportation plans. The School Travel Plan Facilitator must manage complex relationships, understand local and community needs and traffic issues, be aware of regulations and legislation and have the ability to tap into local resources and build networks as needed.

## RESPONSIBILITIES

- Regularly meet, work and correspond with school-based and municipal committees made up of various community stakeholders
- Assist six schools and their STP committees in data collection, entry and analysis
- Coordinate action plans and write school travel plan documents for each school
- Assist school-based and municipal committees in implementing and evaluating plans
- Liaise with and provide regular reports of activities to the national STP coordinating body
- Write articles, case studies and reports about STP activities in Cape Breton
- Take part in a Canadian network of STP facilitators
- Assist in promoting and implementing ASRTS in NS as required
- Report to and work with the Active & Safe Routes to School Coordinator
- Liaise and correspond with the Halifax-based STP Facilitator
- Participate in and support the overall work of the Ecology Action Centre

## QUALIFICATIONS / SKILLS REQUIRED

- Experience working in nonprofit, volunteer-driven organizations an asset
- Knowledge of and engagement in active and sustainable transportation
- Experience in community development and facilitating stakeholder teams
- Computer literacy in Microsoft Word, Excel, Power Point, desktop publishing, internet and email
- Experience in data analysis and use of evaluation tools
- Strong time and project management skills
- Experience in dealing with the media, promotion and communications
- Strong interpersonal communication and public speaking skills
- Strong meeting management skills
- Ability to work well independently and as part of a team
- Available some evenings, weekends and willing to travel within NS (holds a valid driver's license)
- Work out of a home-based office within the Cape Breton Regional Municipality
- Preference will be given to candidates with a degree and/or relevant experience in the fields of community development, environment, planning or other related fields
- Previous experience with Active & Safe Routes to School programs is preferred

## TERMS OF EMPLOYMENT

This is a part-time position based out of the Sydney area from April 1 to the end of September with possibility of extension for another year and a half, dependent on funding (18 hours per week, from \$18.50 to \$20.00/hr).

The Ecology Action Centre is committed to employment equity and encourages applications from traditionally underrepresented groups such as visible minorities, First Nations, and persons with disabilities.

**TO APPLY**

Email a cover letter, resume (of no more than 2 pages) and three references to:

Janet Barlow

Active & Safe Routes to School Coordinator

Ecology Action Centre

asrts@ecologyaction.ca

Only candidates chosen for an interview will be contacted.

**DUE BY: 5:00 pm on March 14**