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**Job Title:** Program Coordinator – Smart Commute Sudbury

**Start Date:** May 23, 2022

**Location:** Sudbury, Ontario

**Reports to:** Chief Executive Officer

**Salary Range:** \$42,500 - \$45,000

## **JOB SUMMARY**

Are you passionate about sustainable commuting? Do you want to help influence climate change in a northern community? Join reThink Green as the Program Coordinator for the new Smart Commute Sudbury Program. The Smart Commute program helps and supports residents, employers, and their employees getting from A to B by exploring and encouraging transportation options such as walking, cycling, transit, carpooling and teleworking (work from home). The aim is to reduce traffic impacts while helping commuters save time and money. Smart Commute includes several services and programs such as marketing, carpooling support, workplace led training, engagement events, and customized commuter projects.

## **Job Duties:**

The Program Coordinator – Smart Commute Sudbury will be responsible for:

- Coordination of local events and initiatives that will help promote the program.
- Creating an engagement strategy for local Sudbury businesses.
- Visiting workplaces to present material, engage and train staff, and provide support on associated program software and systems.
- Assisting with the drafting and sharing of branded materials.
- Understanding local transportation needs and offering practical solutions.
- Sharing and communicating local incentive programs and offerings.
- Tracking participant data and reporting to the RTG CEO, as required.
- Other duties as requested and/or required for effective program delivery.

## **REQUIREMENTS**

The ideal candidate will possess a degree or diploma in education, marketing, science communication, communication, or a relevant combination. They will have strong project management and leadership skills. Knowledge of climate science, greenhouse gas accounting, the low-carbon economy and local environmental issues strongly preferred. Solid understanding of the business community. Experience in and knowledge of Northern Ontario strongly preferred. Ability to work in more than one language is an asset.



## HOW TO APPLY

Please send cover letter and resume to [info@rethinkgreen.ca](mailto:info@rethinkgreen.ca). Interviews will begin April 24, 2023 and continue until the position is filled. While we thank all applicants, only those invited for an interview will be contacted.