

Work Study Position – Fall/Winter – Trinity Integrated Sustainability Initiative

Events & Outreach Coordinator

Job ID: 241063

Trinity Integrated Sustainability Initiative

University of Toronto – Trinity College

Department Overview:

Trinity College is a small academic college federated with the University of Toronto. Trinity College's Integrated Sustainability Initiative aims to transform the student experience by integrating sustainability education and practices into daily life at the College, from academic and co-curricular programming to research opportunities and experiential learning.

Position Summary:

We are looking for motivated, passionate students who are interested in contributing to the sustainability movement at Trinity College, and beyond. As an Events and Outreach Coordinator with Trinity College's Integrated Sustainability Initiative, you will work with Staff and Faculty support to conceive, organize, and execute a lively and engaging outreach and events strategy for the 2024-2025 academic year. This work may include; liaising with like-minded groups on campus and beyond; developing budget proposals; event logistics (room bookings, refreshments, etc.); developing promotion material and working with the Integrated Sustainability Initiative communications team to promote events; managing invitations and invite lists; developing an annual report of events.

Qualifications:

- Passionate about environmental and sustainability issues
- Strong organizational and time-management skills
- Ability to work within a team dynamic
- Strong communication skills

Relevant Competencies:

- Advocacy
- Collaboration
- Communications and media
- Community and civic engagement

- Leadership
- Teamwork

Mandatory Trainings:

1. Basic Occupational Health & Safety Awareness Training Program provided by the Office of Environmental Health & Safety available at <https://ehs.utoronto.ca/training/my-ehs-training/>
2. U of T AODA Online Training, provided by the Accessibility for Ontarians with Disabilities Act (AODA) Office, available at <https://people.utoronto.ca/inclusion/accessibility/>
3. Two hours paid training organized by the unit – one hour related to setting and reflecting on learning goals, and one hour for professional development or skills training.

Number of Vacancies: 2**Application Deadline:** September 25, 2024 11:59 PM**Application Method:** Work-study applications are collected through the [Career Learning Network Application module](#).**Start Date:** September 3, 2024**End Date:** March 31, 2025**Hours per week:** 8 to 12 hours per week (up to 200 hours total)**Remuneration:** Work-study pay scale (current rate of pay \$16.55)**Please visit the [University of Toronto's Work-Study website](#) for more information including eligibility.**

We would like to thank all applicants for their interest, however, due to the anticipated volume of applications, only those selected for an interview will be contacted.