

**Houses Opening Today Toronto (HOTT) is a non-profit organization that develops and manages affordable rental housing. Our portfolio includes fourteen small to medium-sized properties in Toronto. HOTT also offers specialized support services to our most vulnerable residents.**

**Job Posting – Environmental Program Coordinator - temporary**

HOTT seeks a temporary full-time Environmental Program Coordinator to be responsible for implementing environmental awareness programs at HOTT properties, particularly related to waste reduction and diversion. The Government of Canada funded this job through the Canada Summer Jobs program.

**Overview of Position:**

Reporting to the Executive Director, the Environmental Program Coordinator contributes to quality living environments consistent with HOTT’s mission and values. This position works collaboratively with HOTT staff and tenants.

**Responsibilities include, but are not limited to:**

* Identify gaps in environmental awareness, education, and stewardship in tenant community
* Work with residents to increase knowledge of environmental impacts, specifically waste reduction and diversion
* Adapt to resident needs in educating on these topics
* Collaborate with staff team and residents to fulfill these goals
* Communicate with staff team and residents to share information and ideas
* Innovate and create program specifications
* Use digital technology to create and access materials for project
* Use numeracy skills to understand resident data in assessing project success
* Problem-solve challenges with diversity of residents' cultures and languages and physical abilities
* Use technical skills related to implementation of program and organization of project

**Requirements:**

* Be aged between 15 and 30 years old on the start date of the job
* Have a valid Social Insurance Number (SIN)
* Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada
* Strong written and spoken English
* Excellent communication skills
* Strong organization skills and punctuality
* Excellent customer service skill with sensitivity towards working with marginalized populations
* Ability to work co-operatively with tenants and staff
* Ability to use standard workplace computer applications and software such as MS Office

**How to Apply:**

Please apply for the position by e-mailing a resume and cover letter to info@hott.ca.

*We thank all applicants for applying to our organization, and we regret that we will only be contacting those applicants who will be invited to an interview*