



## **JOB OPENING**

### **Project Officer – Environmental Education**

#### **OUR ORGANIZATION**

VertCité is a non-profit organization that manages projects and offers sustainable development services to citizens, community organizations and institutions.

We lead the Écoquartier program in Saint-Laurent and Pierrefonds-Roxboro and also manages numerous projects in environmental education, greening, residual materials management, urban agriculture, food security, urban biodiversity and active transportation. VertCité also organizes events such as the Érablière Urbaine, Cultivons Saint-Laurent, and the Fête des récoltes de Saint-Laurent.

#### **JOB DESCRIPTION**

The Project Officer will work primarily within the Éco-quartier program in Saint-Laurent and will be responsible for the Environmental Education (EE) component. They will also assist the Project Coordinator in carrying out certain management tasks, including staff management and report writing.

Reporting to the Project Coordinator, the Project Officer will be responsible for:

- Conducting environmental awareness activities (facilitation, door-to-door outreach, kiosks, workshops, campaigns, etc.);
- Providing support for the implementation of environmental projects in schools, businesses, and industries;
- Designing education material and awareness workshops;
- Collaborating in the development and implementation of new environmental education programs;
- Assisting in the management of various projects;
- Implementing the Cycliste averti program in Saint-Laurent elementary schools and the Toutes à vélo program;
- Collaborating in the organization of the Épicerie des fêtes;
- Assisting with the hiring, training, and supervision of summer staff;
- Writing grant applications and reports;
- Participating in the promotion of the organization's activities;
- Developing and strengthening relationships with local partners;
- Writing reports and other working documents;
- Performing any other related tasks.

#### **JOB REQUIREMENTS**

- Bachelor's degree in a field related to the environment, communications, socio-cultural facilitation and/or any other related field;
- Strong project management skills and versatility;
- Autonomy and initiative;

- 1-3 years of work experience in a related field;
- Knowledge or experience in active transportation, residual materials management, urban biodiversity, and greening;
- Experience in facilitation (day camps, adult education, etc.);
- Experience working in teams and supervising staff;
- Comfortable cycling and moving around the city;
- Bilingual (or more);
- Knowledge of google workspace;
- Bicycle mechanics knowledge (an asset).

## EMPLOYMENT CONDITIONS

Start date: May 2026

Position type: permanent

Schedule: 35h per week

Possibility of working evenings and weekends

Banked hours system

Hourly rate: \$20.96

Group insurance and possibility of reimbursement for bicycle-related travel expenses

Vacation: 3 weeks of paid leave

Friendly working environment, dynamic team and a rapidly growing organization!

VertCité is the ideal place to be creative, enjoy a high level of autonomy and develop new projects in an enriching living environment!

## HOW TO APPLY

Please send a résumé along with a cover letter addressed to Mr. Léonard Labarre, indicating the job title to: [leonardlabarre@vertcite.ca](mailto:leonardlabarre@vertcite.ca)

Only candidates selected for an interview will be contacted. We thank you for your interest in this position.