



EMPLOYMENT OPPORTUNITY PROVINCIAL GREEN INFRASTRUCTURE COORDINATOR

JOB OPPORTUNITY: ANFCA is seeking a forward thinking, dynamic, team player with strong cultural understanding and working knowledge of the Friendship Centre Movement. The Green Infrastructure Coordinator will play a vital role in supporting the awareness, expansion and implementation of green infrastructure (building practices, technology and training, funding, relationship building) in the Alberta Friendship Centres movement

KNOWLEDGE, SKILLS, ABILITIES and KEY RESPONSIBILITIES:

- **An in-depth understanding of urban Indigenous communities and the non-profit environment is a requirement**
- Working knowledge of the Friendship Centre Movement is an asset.
- Research skills with ability to source and share information, create online program reporting and data collection tools – strong technical skills essential
- Project management abilities to facilitate workplace outcomes and support community based activities, site monitoring, financial project monitoring and reporting.
- Administration/online support experience, strong communication skills with ability to effectively communicate information, knowledge, and increase participation of community based organizations in green infrastructure undertakings (Infrastructure renovations, modifications, technologies)
- Event planning/logistics organizational skills in person and virtual.
- Program support – ability to source and secure relationships and funding related to organizational objectives, facilitate meetings; develop materials and facilitate processes.

The suitable candidate must have an understanding of green building technologies, infrastructure, capacity building, partnership growth, fund development,

Competitive Wage – Based on experience.

Full-time contract to **March 31, 2020**, with ongoing employment subject to funding availability.

This position is currently remote due to COVID 19 but will be based from the ANFCA office located in Edmonton, Alberta. For more information please visit www.anfca.com.

**Submission deadline – until a suitable candidate is found.
Cover letter must accompany resume.**

**Please email your resume and cover letter to:
Kody Taylor, Special Initiatives Manager at si@anfca.com.
No phone calls please.
Only those candidates invited for an interview will be contacted.**