



Employment Opportunity

July 2024

Education and Outreach Coordinator Role Description

The Peace River Area Monitoring Program (PRAMP) Committee is looking for a qualified individual to fill a part-time contract position for an Education and Outreach Coordinator.

Contract Terms: Up to 60 hours each month at an hourly rate of \$28 to \$35 per hour, depending on qualifications and experience. Hours will vary significantly from one month to another. The contractor will be expected to provide their own office space (home office), office equipment and cell phone and will require access to a vehicle. Mileage will be paid according to government policies.

The contractor will report to the Executive Director.

KEY RESPONSIBILITIES

The Education and Outreach Coordinator will provide the services described below. The services may be adjusted from time to time.

1. Develop, maintain and enhance:
 - PRAMP relationships with Peace River area schools, including schools in Indigenous communities, and community groups
 - Social media presence (Facebook, Instagram and Twitter)
2. Plan, schedule and facilitate:
 - Interactive air quality education programs in schools
 - Activities, booths and presentations at community events or stakeholder meetings
3. Contribute:
 - Content for new brochures, newsletters, annual report and other publications
 - Planning for PRAMP events
 - Information for requesting and reporting on grant funding
 - Support for PRAMP projects as needed
 - Support for the Alberta Airsheds Council Communications Committee
4. General:
 - Attend PRAMP meetings and other events as requested
 - Collaborate with other PRAMP contractors to deliver the PRAMP Education and Outreach Plan
 - Promote PRAMP membership and volunteer involvement
 - Adhere to all PRAMP policies and procedures



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- Able to provide proof of insurance (Liability Insurance, Automobile Insurance)

QUALIFICATIONS

- Dynamic interpersonal skills and strong written communication skills
- Strong organizational skills, along with flexibility and creativity
- Able to work independently
- Strong computer skills, including Microsoft Office programs (Word, Excel, PowerPoint)
- Flexibility in work schedule; weekend or evening work may be required when participating in community events
- Access to a reliable vehicle and able to travel throughout the Peace River area and potentially to other locations

EDUCATION AND EXPERIENCE

- Post-secondary education in environmental sciences, education, communications or a related field, or the equivalent in work experience
- Experience delivering interactive educational programs or facilitating group discussions
- The following experience would be considered an asset: working with youth; working in the not-for-profit sector; working with Indigenous communities

For more information about PRAMP, visit www.prampairshed.ca or call Karla Reesor, Executive Director at 780-625-2900.

To apply, please submit your resume and cover letter by Friday, August 23, 2024 at 4:00pm MST via email to karla@prampairshed.ca.

We thank all those who apply, however, only those invited for an interview will be contacted.