



45 School Street, Suite 403, PO Box 489, Mahone Bay, NS, B0J 2E0

Tel: 902-634-9977 Email: info@coastalaction.org Web: www.coastalaction.org

Environmental Education Team Lead – Full Time

Coastal Action is a community-based charitable organization that addresses environmental concerns throughout the South Shore region of Nova Scotia, established in December 1993. On behalf of Coastal Action, we are looking for an experienced self-starter to fill our Environmental Education Team Lead role. Located in Mahone Bay, this role is a full-time and a renewal contract.

Reporting to senior management (Executive and Assistant Directors), the Environmental Education Team Lead aims to achieve Coastal Action's vision of a healthy environment for future generations. The Environmental Education Team Lead will lead the Environmental Education Team's programs and contracts and contribute to the continued overall success of the organization.

Your Opportunity:

- Supervise the Environmental Education Team and coordinate the successful completion of all contract/project deliverables.
- Exhibiting best client relations skills, liaise with community groups, organizations, and municipalities / towns that request outreach activities.
- Exhibiting strong organizational and resourceful skills, plan outreach events and prepare with applicable team members. Attend outreach events as required.
- Utilizing best networking and resource skills, find and participate in networks for Coastal Action's reach.
- Contribute and participate within industry networks or associations, on a regional and national level, for project/program development and network growth.
- Utilizing internal and external processes, search and review for new projects and programs to communicate with the Executive Management Team.
- Ensure all scheduling, organization, and booking of program events (e.g., Trailblazers After-School, Nova Action).
- Using strong organizational and time management skills, manage various Environmental Education programs and contracts.
- Develop and recommend new program ideas, approaches, and audiences to management for approval and implementation.
- Coordinate the hiring, training, and supervision of all team members.
- Contribute to other Coastal Action projects, initiatives, and events as needed.

Your Experience(s) and Education:

- Post-secondary education in environmental science, or similar education.
- At least 3-5 years experience working in the environmental sector, preferably in a similar role.
- A minimum of 1 year supervisory or team lead experience.
- Previous environmental/non-profit experience is considered an asset.



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How we define success for your role?

As an experienced Environmental Education Team Lead, you can establish and maintain effective relationships both internal and external to the organization. You enjoy working in an environment that requires an entrepreneurial approach. You possess excellent organizational skills and a demonstrated ability to execute multiple project management functions and priorities consistently. You have acquired excellent written and verbal communication skills with a strong facilitation background. Meeting tight deadlines, multi-tasking, and mentoring a team excites you. You are comfortable working in a role that requires visionary, leadership and tactical approaches.

Coastal Action is a driven team dedicated to providing education, research, and environmental services to the South Shore region. If you have what it takes to join our team, we would like to hear from you.

Resumes and accompanying cover letters identifying how you can contribute to Coastal Action's success as our Environmental Education Team Lead can be sent to: shanna@coastalaction.org.

Coastal Action is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Closing date: July 19, 2021