

TravelWise Member Engagement and Events Coordinator

TravelWise is an internationally recognized workplace program available to employers across Waterloo Region. It aims to encourage employees to take transit, cycle, walk and carpool to work instead of driving alone. In 2019, the Association of Commuter Association awarded TravelWise the Outstanding Transportation Management Association Award. The award is presented to an organization that best uses its public or private partnerships to achieve local or regional transportation goals.

TravelWise is a partnership between the Region of Waterloo (RoW) and Sustainable Waterloo Region (SWR). By promoting sustainable transportation choices like walking, cycling, taking public transit, or carpooling, TravelWise eases parking concerns, relieves traffic congestion, reduces Greenhouse Gas (GHG) emissions, promotes healthy lifestyles, and improves quality of life.

As the Member Engagement and Events Coordinator you would fulfill the following roles to support TravelWise and its' member organizations:

- Support internal and external communications with TravelWise members including:
 - Coordinating with members as the TravelWise team engages them in 1:1 sessions to set their strategic intention from 2022 to 2025 ;
 - Documenting the information shared by members during the 1:1 sessions and discussing it with team members;
 - Analyzing and reviewing the information shared by members for opportunities to include key information in their strategy document;
 - Developing written communications materials such as presentations, social media content etc;
 - Developing agendas, recording discussions, taking minutes for meetings;
- Participate in the planning and implementation of the Bike Month event including:
 - Supporting the development of the Bike Month event plan;
 - Coordinating with the SWR Marketing and Graphics team in the development of Bike Month promotion materials;
 - Participating in the Bike Month events online and in-person;
 - Developing written communications materials such as presentations, social media content etc;
- Facilitate and assist in planning and implementing other TravelWise events.
- Other tasks to support TravelWise, as required.

As a strong candidate for this role, you have the following skills, attributes, and experience:

- Strong desire and passion for engaging with different organizations;
- Demonstrated passion for community-based leadership, taking climate action, and improving environmental sustainability in Waterloo Region;
- Strong presentation skills, comfortable public speaking to a variety of audiences;
- Excellent relationship management, event planning, and interpersonal skills;

- Ability to prioritize in a fast-paced multi-priority environment, respond quickly to changing expectations, and report back on tasks completed;
- Strong ability to work independently;
- Excellent problem-solving skills;
- Detail oriented work ethic;
- Proven leadership skills and experience working collaboratively with a mix of staff and volunteers;
- Strong working knowledge of both Google Suite and Microsoft Office.

The following skills are considered strong assets:

- Knowledge of sustainable transportation principles and programs that benefit organizations and communities;
- Graphic design, marketing, and/or community-based social marketing (CBSM) skills or experience;
- Experience managing/coordinating volunteers;
- Experience writing informative, educational and promotional content for websites, press releases, and social media;
- Knowledge of or experience working with existing local programs and climate action efforts in Waterloo Region.

Requirements: This position is dependent upon funding approval from Canada Summer Jobs program. Applicants must meet the following criteria:

- Participants must be aged 30 and under
- Applicant must be a Canadian citizen, permanent resident or hold refugee status in Canada

Work Location: In consideration of COVID-19 restrictions, our organization is currently working from home, with the majority of meetings held virtually. This position will require on-site work during community events.

Duration: This is an 8-week position. The start date is flexible, but must start by July 9, 2022.

To Apply: Send an email with your current resume and cover letter to Taginder at recruitment@sustainablewr.ca. Include the role title and your name in the subject line

Sustainable Waterloo Region is committed to creating an accessible and diverse culture where everyone belongs. We commit to actively working to empower full participation and ensure fair treatment within our organization, for those we serve, and for generations to come.

We believe diversity strengthens our organization, and we strongly encourage applications from qualified candidates of any background and lived experience. If you require accommodation, please let us know.