



**DÉVELOPPEMENT
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McGill

Office of
Sustainability



Internship Opportunity with the McGill Office of Sustainability

POSITION

Office Assistant C (Climate & Sustainability Intern)

CONTEXT

The mission of the McGill Office of Sustainability (MOOS) is to create a culture of sustainability at McGill. MOOS aims to identify, connect, and enhance efforts to incorporate principles of sustainability (ecological, social, and economic) into research, education, connectivity, operations, and governance & administration at McGill. We provide the institutional memory and knowledge, the network of partners, the framework for sustainability at McGill (Vision 2020), and the seed funding (Sustainability Projects Fund) to facilitate the sustainability efforts of students, faculty, and staff.

The Vision 2020 Sustainability Action Plan developed through extensive engagement with the McGill community is coming to term. As of January 2020, the consultation process to elaborate McGill's next Climate & Sustainability Strategy will start. This next strategy will cover a 5-year span. The intention is to further position McGill as a leading institution in sustainability and climate action. The strategy will be structured around nine broad categories. Each category will have associated goals and pathways to reach these goals.

WHAT YOU CAN EXPECT

- Meaningful work that will contribute to the growth of the sustainability movement at McGill
- A passionate work environment with a dynamic, supportive, and caring team
- The opportunity to set both personal and professional goals to work toward and reflect upon
- Being able to be first and foremost a student

DUTIES

The Climate & Sustainability Strategy Intern will work closely alongside with the Strategy Administrator and staff of the McGill Office of Sustainability to:

1. Successfully carry out the Climate & Sustainability Strategy for the 2020-2025;
2. Plan and facilitate multi-stakeholder community engagement events and meetings; and
3. Help create Focus Groups to mobilize individuals and units in support of the 2020-2025 strategy.

Specific duties will include:

- Work collaboratively with the Climate & Sustainability Strategy Administrator to plan and manage activities leading to the 2020-2025 Strategy;
- Assist with the preparation for Focus Groups meetings and other public engagement events, including logistical activities (meeting scheduling, room booking, agenda preparation, etc);
- Assist in gathering information and preparing documents and reports;
- Participate in the design and facilitation of community engagement events;
- Liaise with MOOS communications team to ensure that engagement events are effectively promoted to McGill community;



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- Foster positive relationships with diverse community members (students, staff, and faculty) through engagement work; and
- Other tasks as opportunities or interests arise.

SKILLS

- Ability to manage/coordinate a complex project;
- Reliability, excellent organizational and time management skills;
- Ability to keep track of, prioritize, and complete multiple tasks;
- Strong written and verbal communication skills;
- Ability to work independently with limited supervision; and
- Excellent computer skills with strong experience working with Excel.

ASSETS

- Previous event coordination experience;
- Previous experience with facilitation and community engagement;
- Knowledge of French; and
- Experience with data visualization.

Students from all faculties welcome to apply.

HOURS: 6-10 hours per week, from January 20th, 2020 through May 2020 (extension possible)

REMUNERATION: \$15.15 per hour + 4% vacation pay and compensation for Legal Holidays.

SUPERVISOR: Agathe Moreau, Project Administrator

DEADLINE TO APPLY: Sunday, January 5th 2020 before midnight

PLANNED STARTING DATE: January 20th, 2020

HOW TO APPLY: Please email your C.V. and cover letter stating your availability to agathe.moreau@mcgill.ca in Word or PDF format entitled *firstname_lastname_CV* and *firstname_lastname_cover letter* with subject line: Climate & Sustainability Strategy Intern.

FOR MORE INFORMATION: Project Administrator, Agathe Moreau (514) 398-7023, agathe.moreau@mcgill.ca. See also: [website](#), [Facebook](#), [Twitter](#), [YouTube](#), and [Instagram](#)
The McGill Office of Sustainability (MOOS) values the contributions that individuals who identify as members of marginalized communities bring to our organization, and encourages women, Indigenous people, people of colour, people identifying as LGBTTQI (lesbian, gay, bisexual, transgendered, two-spirited, queer, intersex), members of ethnic minorities, immigrants and people with disabilities to apply. Please indicate if you consider yourself to be a member of one of these groups and would like to be considered as such for the purpose of this hiring process.