



Member Resource Specialist

At [Sustainability CoLab](#), we're scaling a community-led social innovation that engages businesses in reducing their environmental impacts, increasing their profitability and growing the low-carbon economy. Since CoLab launched in 2014 we have expanded support to [8 community organizations](#) ('Network Members') across Ontario that are each lead programs that work with businesses to set and achieve sustainability goals. At this exciting time of growing impact and influence across the province, we're looking for a volunteer to fill the new and exciting role of Member Resource Specialist on the CoLab team.

Position Overview:

The Member Resource Specialist (MRS) will assist the Tech Projects Portfolio Manager (TPPM) and Member Experience Manager (MEM) to improve resources that help CoLab Network Members across Ontario strengthen their programs, and help the businesses they support to undertake sustainability efforts.

Duties and Responsibilities:

- Support the TPPM on a variety of time-bound projects that may include:
 - Compiling and writing content for an online directory of initiatives and best-practices that helps businesses of the CoLab Network reduce their GHG emissions;
 - Compiling data about businesses of the CoLab Network to populate a Network-wide business directory on the CoLab website.
- Support the MEM on a variety of quarterly updates to key resources such as:
 - A list of financial incentives that helps businesses in the Network undertake sustainability projects;
 - A list funding of opportunities to support capacity within CoLab Network programs;
 - Other resources as identified by the MEM.
- Understand the scope and timelines of individual projects, and work closely with the TPPM to ensure quality deliverables are created to meet Network Member and business needs.
- Find and work with content experts like CoLab's Executive Director, Network Members, or external experts when needed to advance the work.

Key Skills and Characteristics Required to Succeed in this Role:

- Well-developed **research skills with a keen attention to detail**; ability to gather information and extract the most useful pieces
- Demonstrated **project management skills** with a strong ability to stay **organized, manage time well**, and proactively communicate and **follow-up** to ensure timelines are met

- **Excellent written communication skills;** demonstrated ability to communicate in a concise and compelling way, and in a way that would resonate with businesses
- **Collaborative with a focus on continuous improvement;** ability to listen well and integrate feedback to advance the work
- **A passion for supporting a provincial movement of businesses taking action to build a more sustainable economy**

Time Commitment: Approximately 5 hrs per week plus bi-weekly 1:1 meetings and a 1-hour team meeting every six weeks.

What's it like working at CoLab?

We are a lean organization that works at a quick pace to achieve meaningful impact. To fit in well, our ideal volunteer brings good judgment, a sense of humour, and passion for grassroots sustainability and systems change.

- We are bold, ambitious and optimistic. Our vision is for an economy that makes environmental sustainability, human well-being, and business success synonymous.
- We care about what we each accomplish, not where we work from or how many hours we put in.
- We want working together to feel effortless and the ways we work together to be intuitive.
- We embrace innovation: we're willing to take risks, we know we'll make mistakes along the way, and we push ourselves to apply what we learn each time. At CoLab, it's okay to fail.
- We have fun, enjoy working together, and laugh often.
- We're not satisfied with the status quo: we don't think "because that's how it's always been done" justifies a course of action.
- We challenge each other, think critically, and strive for objective decision-making.

To Apply:

Please submit a resume and cover letter to Alia Tulloch: alia@sustainabilitycolab.org by November 30th, 2017.

For More on Sustainability CoLab:

Website: www.sustainabilitycolab.org

Annual Report: <http://sustainabilitycolab.org/about-us/colab-annual-reports/>

3 min video on why businesses participate in Network Member programs:

<https://www.youtube.com/watch?v=m5AW8GRxS6Y&feature=youtu.be>

Twitter: @SustainCoLab