



**Position:** Assistant Executive Director\*

**Organization:** Society for Atmosphere Solutions

**Term:** 8 weeks at 30 hours per week, in July and August 2022

**Compensation:** hourly rate of \$18/hr

**Apply by:** June 6, 2022

\* this position is made possible through a Canada Summer Jobs grant. See below for eligibility requirements.

## Background

The Society for Atmosphere Solutions (SAS) is a registered Canadian Charity whose purpose is to protect air quality and undertake climate action that will enhance the quality of life for current and future generations, including: a) delivering and participating in projects and programs to protect and improve air quality in the Sunshine Coast and Sea to Sky regions and beyond; b) coordinating initiatives that have both air pollutant and GHG reduction co-benefits, and building awareness of such in the public; and c) conducting research related to air quality and climate change, and sharing the results with the public.

The Assistant Executive Director for the Society for Atmosphere Solutions (SAS) provides support to the SAS Executive Director and Board team to advance the SAS mission and carry out SAS programs, campaigns, communications, and ongoing operations.

## Role

We are seeking a youth (15 - 30 years) Assistant E.D. to work with our Executive Director, Board of Directors, and Advisors to undertake the following tasks:

- Education and Communications: assist with content creation and design for new Atmosphere Solutions website; coordinate the creation and distribution of our spring and summer newsletters to community members and via social media; draft and distribute educational articles to local online and print media; field enquiries from potential participants in our Wood Stove Exchange Program; assist with updating and creating Air Quality factsheets, informative slide decks and SAS program materials for community distribution.
- Undertake an environmental scan of regional organizations and authorities related to Air Quality and GHG emissions improvements, and assist with networking outreach to develop relationships and build collaborative potential within the region.
- Design and lead a membership and volunteer drive campaign, including setting up a contact management system, drafting sign-up forms (online and printed), drafting advertising and outreach communications, and carry out membership and volunteer recruitment activities.

[atmospheresolutions.ca](http://atmospheresolutions.ca)

PO Box 396, Sechelt, BC V0N 3A0  
info@atmospheresolutions.ca

**Experience and Qualifications:**

- Understanding of, and strong interest in environmental issues, especially as they relate to human health, climate change, air quality, and sustainability. Committed to being a part of the solution.
- Demonstrated time management and organizational skills. Self-starter with a proven ability to prioritize tasks, and to work independently as well as with a team. Able to respond to communications in a timely manner.
- Proven communication skills, including experience developing and distributing campaign materials, digital and online communications, and public engagement activities. Design skills are an asset.
- Have your own telework space/home office, including your own computer, phone, and reliable internet connection. Proficiency in general computer skills including use of word processing, file sharing, social media and communication applications.
- Able to travel between the lower Sunshine Coast and the Sea to Sky Region if needed for events or meetings, as well as participate virtually through web conferencing such as Zoom.
- Must be between 15 – 30 years of age, and be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act (as required by the Canada Summer Jobs program).

Atmosphere Solutions is committed to the values of equity, diversity and inclusion. We encourage applicants from people of all ethnicities, genders, orientations and abilities, including those from underrepresented groups.

To apply, please send your resume and cover letter to [admin@atmospheresolutions.ca](mailto:admin@atmospheresolutions.ca).

We thank all applicants for their interest.

Only candidates selected for an interview will be contacted.