



## Sustainability Project Coordinator Wanted

The EcoSmart™ Foundation recently produced the "Sustainable Condo" exhibit, which generated tremendous public and media interest at the Globe 2004 trade show and conference. We are now looking for a Sustainability Project Coordinator that will help us expand the "Sustainable Condo" initiative and work on related activities. This position represents a unique opportunity to collaborate with leading edge sustainability professionals on a very challenging but rewarding project.

<b>Location</b>	EcoSmart Office in downtown Vancouver, B.C. or on exhibition site as required. Some travel may be required.
<b>Duration</b>	6 months minimum. Starting May 2004.
<b>Wage</b>	Compatible with experience, qualification and professional associations salary guidelines
<b>Minimum qualifications</b>	Recently graduated from post-secondary school in BC. Must be currently unemployed or under-employed. Canadian citizenship.
<b>Age</b>	Must be under 30
<b>Job Tasks</b>	<p>The main activity is to coordinate the current "sustainable condo" exhibit project. This encompasses the on-going management of the project, support to the design team, and the development and implementation of communication strategies</p> <p>As such, the coordinator will be required to:</p> <ul style="list-style-type: none"><li>• Organize the coming exhibit of the sustainable condo at the next PNE. Prepare budget and work plans.</li><li>• Establish contacts and liaise with suppliers and sponsors of the condo.</li><li>• Liaise with other sustainable urban initiatives in Canada and abroad.</li><li>• Help develop and implement a communication/education program.</li><li>• Help develop the content of the new SustainableCondo.com website</li><li>• Identify other events/venues and prepare budget, proposals, and workplans.</li><li>• Help improving the exhibit itself by identifying sustainable technology and services in BC, Canada, and the world that could be integrated to the display.</li><li>• Assist, organize and deliver reports, presentations, workshops and meetings.</li></ul> <p>The coordinator may also be required to work on additional EcoSmart projects</p>
<b>Skills</b>	<p>Superior organization and project management skills.</p> <p>Very good communicator, and people skills.</p> <p>Open and curious.</p> <p>Accurate and methodical.</p> <p>Previous knowledge or experience with green building and sustainability.</p>
<b>Reporting</b>	Work under the administrative supervision of EcoSmart Foundation, in collaboration of the Sustainability Condo Design team.

The EcoSmart™ Foundation is a non-for-profit organization with the objectives of developing and promoting sustainable activities in partnership with governments, industry and the public. For additional information on the activities of EcoSmart™ and the "sustainable condo" project, please visit [www.sustainability.ca](http://www.sustainability.ca) and [www.sustainablecondo.com](http://www.sustainablecondo.com)

If you are interested in taking on this challenging and exciting assignment, please send your resume and a short letter stating your interests in sustainability and green buildings to: [job@sustainablecondo.com](mailto:job@sustainablecondo.com)