

<b>TOWN OF STRATFORD - JOB DESCRIPTION</b>			
<b>POSITION:</b>	<b>Sustainability Assistant</b>	<b>Start Date:</b>	<b>May 17<sup>th</sup>, 2021</b>
<b>SALARY RANGE:</b>	<b>\$14.00/hour</b>	<b>End Date:</b>	<b>July 9<sup>th</sup>, 2021</b>
<b>RESPONSIBLE TO:</b>	<b>Environmental Sustainability Coordinator</b>	<b>Work Hours</b>	<b>37.5/week</b>

#### Job Summary

- The Sustainability Assistant will assist the Environmental Sustainability Coordinator with both the Residential Tree Planting Program and the Natural Areas Interpretation Project, and other tasks relating to sustainability projects.

#### Responsibilities

- Assist with the Residential Tree Planting Program by conducting site visits with residents, planting trees, using a handheld GPS, and other tasks required for the program
- Conduct desktop research of best practices for interpretive signage in municipal natural areas, design and assemble graphics, and draft text, incorporating the Town of Stratford's existing branding standards
- Research sustainable signage materials, and costs for printing, construction, and installation
- Prepare a written plan for the Natural Areas Interpretation Project
- Operate a pickup truck with a trailer attachment

#### Know How

- Some knowledge of native tree species and planting techniques
- Proficiency in Microsoft Office, Word, and Excel
- Ability to gather and consolidate information
- Good written and verbal communication

#### Working Conditions

- Physical Effort – work involves long periods of physical exertion related to planting trees; including standing, bending, kneeling, and lifting; some items and equipment weighing no more than 25 Kg.
- Physical Environment – works in outdoor public spaces, often travelling to multiple sites within the Town.
- Sensory Attention – requires significant outdoor work in various weather conditions and telephone and personal communications with staff, residents and volunteers.