Green Team Junior Coordinator

We're Hiring! — Winter 2027

Number of Positions Available: 1

Department: Sustainability Office at Mohawk College

Campus: Hybrid (Fennell Campus / Virtual)

Status: Contract for 4 months

Hours of Work: 15 hours per week, Monday to Friday (flexible)

Effective Date: January 11, 2027 to April 30, 2027

Email Address: sustainability@mohawkcollege.ca

Hiring Manager: Amanda Smits, Associate Dean, School of Climate Action

Job Summary:

The Green Team Junior Coordinator works with the Manager of Sustainability and Sustainability Office staff to recruit, promote and coordinate student volunteers for the Green Team. The Green Team is a group of student volunteers with a collective interest in sustainability initiatives at Mohawk, who promote greener actions, learn about a variety of sustainability topics, and host outreach events such as waste sorting. The ideal candidate will be highly personable with an interest in and basic knowledge of sustainability and sustainable action.

Responsibilities:

- Assist with volunteer recruitment and training
- Organize shifts and communicate with volunteers
- Promote the program to Mohawk staff and faculty
- Liaise with Sustainability, MSA and Student Life staff
- Develop new outreach opportunities
- Plan and lead outreach activities
- Engage and retain volunteers
- Ensure accurate data collection and tracking

Qualifications:

- The successful candidate should possess the following skills: attention to detail, initiative, communication (oral and written), customer service, leadership, problem-solving, organization, time management, MS office, event planning
- Demonstrated interest in sustainability
- Previous experience coordinating volunteers and outreach programs would be an asset but is not required
- Understanding and commitment to the principles of equity, diversity and inclusivity
- Ability to work independently in a virtual environment
- Must be enrolled as a full or part-time Mohawk College student as of Winter 2027
- Must be legally able to work in Canada

To Apply:
Please email a resume and cover letter to **sustainability@mohawkcollege.ca**
The application deadline is **Sunday, November 15, 2026 at 11:59 p.m. (EST)**

We are committed to reconciliation and nurturing an inclusive, diverse, equitable, and accessible (IDEA) environment for everyone who learns and works at Mohawk College. We welcome applications from racialized persons, women, Indigenous people, persons with disabilities, 2SLGBTQIA+ persons, and others who may contribute to the further diversification of ideas.

The College is committed to fostering inclusive and barrier-free recruitment and selection processes. If you require accommodation during any stage of the recruitment process, please contact the Sustainability Office.