



448 Barton St. East, Unit 2,  
Hamilton, ON L8L 2Y3

### Contact Information:

Phone: 289-682-9472

Email: [info@bartonvillage.ca](mailto:info@bartonvillage.ca)

Website: <https://www.bartonvillage.ca/>

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## Job Title: Environmental and Outreach Coordinator

Hours per week: 20hrs

Hourly rate: \$15.00

Start Date: May 17, 2021 (contract, 16 weeks weeks)

**Location:** Flexible and dependent upon government requirements. May include working from home.

**Company Mission:** To create an environment that attracts new businesses and retains existing business through advocacy, promotion, and communication. [www.bartonvillage.ca](http://www.bartonvillage.ca)

### Position Summary: Responsibilities include:

- Assist with depaving boulevards along Barton St
- Assist with the beautification of Barton Village (i.e. plant flowers, paint).
- Assist with store front beautification
- Organize community clean ups
- Manage high school students who will be assisting with street beautification
- Outreach to local business owners to assist with connecting to grants
- Community outreach
- Other Duties as assigned

### Skills preferred:

- Excellent Interpersonal skills and client service skills
- Strong commitment to excellence and attention to detail
- Proven problem solver with solid analytical skills
- Exceptional time-management skills and the ability to manage multiple tasks
- Proven experience using cameras and editing software to create quality photos and videos
- The ability to work well with cross-functional teams, including executive leadership and management.

### Requirements per funding:

Priority given to new immigrant and recent refugee youth, visible minorities, LGBTQ2 and youth with disabilities, must be under 30 years old – Per Canada Summer Jobs requirement.

**Application Deadline:** May 4, 2021

Please send applications to Rachel Braithwaite at [info@bartonvillage.ca](mailto:info@bartonvillage.ca) with your resume. Please reference the job title in the subject line.