



*Making life better in King*

**King is Hiring**  
**Environmental Outreach & Sustainability Coordinator**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Supervisor, Environmental Outreach & Sustainability, the Environmental Outreach & Sustainability Coordinator is responsible for the following:

- Develop, coordinate and implement new partnerships, nature-based programs, habitat restoration and workshops that engage the community in environmental initiatives.
- Develop, implement and facilitate curriculum-based education programs based on nature appreciation, biodiversity and conservation.
- Develop, and implement environmental monitoring, citizen science engagement and pursue partnership opportunities including but not limited to:
  - Species at Risk
  - Restoration
  - Invasive Species
  - Long term snake monitoring
  - Salamander monitoring
  - Bird & duck nesting boxes
- Implement project deliverables with the Environmental Stewardship & Naturalization Coordinator by working closely with community groups, schools, volunteers and planting partners.
- Assists with the development, review and update of various corporate environmental policies, plans and procedures.
- Work with Growth Management Services planning division to lead development submission review of the ThinKing Green Development Standards for the Environmental Sustainability & Outreach team.
- Work collaboratively with the Environmental Outreach & Sustainability team to implement various environmental projects and events as required.
- Assist in conducting site assessments to determine the feasibility of potential environmental projects.
- Act as staff representative to the King Environmental Action Team (KEAT) and work with the team to implement projects, prepare monthly KEAT agenda, take minutes, monitor progress and track accomplishments.
- Coordinate environmental stewardship outreach at events led by the Community Services Department.
- Work with community groups and stakeholders to support projects deliverables that align with municipal plans and strategies.
- Make recommendations on operational policies and procedures to ensure participant safety and responsible risk management.
- Perform regular scans and actively seek funding sources (grants, partnerships) relating to environmental plans, projects, and initiatives.
- Implement invasive species management monitoring and removal throughout the Township working collaboratively with partnering organizations.
- Work collaboratively with the Communications division to create marketing material relating to environmental initiatives and program promotions.
- Liaise with other levels of government to ensure compliance with legislative and other regulatory requirements (related ministries, public health etc.).
- Participate as a municipal representative on internal and external working groups and committees.
- Produce budget proposal, financial statements and activity reports as required and monitor and track divisional budget.
- Provide training and supervision, assign shifts and schedules to seasonal environmental labourers, co-op students and volunteers on a day-to-day basis.
- Schedule the usage of municipal facilities and program booking using Xplor Recreation software.
- Model and practice HIGH FIVE® – Principles of Healthy Childhood Development (Participation, Play, Mastery, Friends and Caring Adult).
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Four (4) year post-secondary education in environmental science, biology or a related discipline.
- Minimum of two (2) years of experience delivering community-based education programs or services.
- Experience developing and leading nature interpretation activities outdoors.
- Demonstrated knowledge of environmental issues, ecosystem management best practises and natural areas in King Township.
- Demonstrated ability to plan and implement environmental programs effectively.
- Excellent project management skills, communication (both oral and written), budget management, work plans and problem-solving skills.
- The ability to communicate effectively with all levels of staff, stakeholders and the public.
- Valid First Aid, CPR-C, WHMIS/GHS an asset.
- HIGH FIVE® certification is considered an asset.
- Working knowledge of Microsoft Office skills (e.g. Word, Excel, Outlook) with the ability to manipulate data and create complex spreadsheets.
- Ability to prepare financial records and statistical reports, correspondence, guidelines/procedures and other written materials.
- A team player with excellent interpersonal skills and the ability to coordinate and guide the work of other departmental staff.
- Ability to analyze problems, identify alternatives and make recommendations to implement procedures and policies.
- Ability to maintain strict confidentiality and unquestionable integrity.
- Valid G Class Driver's License, driver abstract will be required.
- Required to submit a vulnerable sector screening.

**Salary Range: \$75,293.40 - \$83,665.40 per annum (2024 Rate)**

Qualified candidates are requested to forward their resume to [hr@king.ca](mailto:hr@king.ca) by **4:30 pm on March 11, 2025**  
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit [www.king.ca](http://www.king.ca) for full job description.

*We thank all applicants and advise that only those selected for an interview will be notified.*

*Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.*

*We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.*