



Working together for healthier homes and sustainable communities.

REEP House Visitor Experience Internship

February 1, 2012

Position: REEP House Visitor Experience Intern

Term: ***37.5 hours a week for a 27-week contract ending in August 2012;***

Hours: 7.5 hours per day, 5 days per week

Salary: \$16 per hour

Benefits: GRT monthly bus pass;

Eligibility Criteria: This position is being funded through the Government of Canada's Career Focus program. To be eligible, candidates must be:

- between the ages of 15 and 30 (inclusive) at the time of selection
- post-secondary graduates
- a Canadian citizen, permanent resident, or person on whom refugee status has been conferred
- out of school
- legally entitled to work according to the relevant provincial legislation and regulations
- not in receipt of Employment Insurance (EI) benefits.

Deadline to apply: February 14, 2012

Start date: February 27, 2012

Position Summary

The REEP House Visitor Experience Intern will work as part of a team developing the displays, interpretive signs, tour manual and key messages that will shape the visitor experience at the REEP House for Sustainable Living, REEP's 100-year-old super-insulated, water-wise demonstration house in downtown Kitchener.

Reporting to the Communications Manager, and working closely with the Water Coordinator, Volunteer Coordinator, and the REEP House Facilities Manager, the REEP House Visitor Experience Intern will pull together information from the REEP House technical descriptions and research from different sources into accessible and engaging packages and messages to be deployed through REEP House Open House Saturdays, tours and workshops.

Duties and Responsibilities

Project Coordination

- Develop Visitor Experience plan and manage progress against plan, communicate and adjust course in tandem with supervisor;
- Organize team meetings as required to report on progress and connect with ongoing REEP initiatives; write agendas, minutes, follow-up if needed.

Phone: 519-744-9799 **Email:** info@reepgreen.ca **Website:** www.reepgreen.ca

20 Mill St., Kitchener, ON N2G 2Y3

Writing/Editing

- Assist in identifying priorities for messaging in the REEP House, based on REEP's Communications Plan
- Draft, edit and finalize the text for the tour manual, website content, and other documents about the REEP House
- Develop signs to label displays in consultation with REEP staff

Design

- Lead the design and building of a lighting display to demonstrate energy efficient lighting, sourcing materials, donations and funding to support it
- Formalize the steps on a guided tour and a self-guided tour, identifying key stops and messages, creating a cohesive visitor experience

Program Deliverables and Evaluation

- Liaise with REEP staff and other partners as required to document achieved targets and indicators of success as part of REEP's program evaluation process

Grant Applications, Partnership Development

- Identify partnership and funding opportunities to engage museum, education, engineering and visitor experience professionals in creating a meaningful and lasting visitor experience
- Assist in the writing of grant applications and assembling supporting documents for this and related programs.

Marketing and Promotion/Community Outreach

- Assist the Communications Manager with the marketing and promotion of REEP House events and other REEP services and programs
- Give educational presentations to the community regarding REEP services and programs

Other

- Assist with Customer Service and Office duties as required
- Lead tours of the REEP House as required

Qualifications:

- University degree and/or community college degree
- Experience in adult education, museum studies, communications, environmental studies, building science, an asset
- Excellent written, spoken, and interpersonal communication skills
- Confidence in presenting technical and environmental information to diverse audiences
- Excellent computer skills including word processing, presentations, and some graphic design
- Knowledge of energy and climate change issues and desire to motivate others to take action on issues
- Ability to work collaboratively and independently
- Ability to take initiative and set priorities in an unsupervised and dynamic work environment; organized and efficient

- Enthusiastic, resourceful, and committed to being an agent of positive environmental change

Interested applicants please forward

- a) cover letter
- b) resume
- c) sample of report/article writing ability
- d) 3 work-related references

via email to Joanne Davis, jdavis@reepgreen.ca by 5 p.m. Tuesday, February 14, 2012.

REEP Green Solutions

REEP Green Solutions is an environmental non-profit charitable organization empowering our community towards healthy and sustainable living. Through innovative programs and services, public education, collaborative research and community partnerships, we provide the tools and knowledge people need to take positive environmental action.

The REEP House for Sustainable Living is the latest initiative by REEP Green Solutions to inspire Waterloo Region residents to invest in healthier buildings and sustainable living. By transforming a century home in downtown Kitchener into a model of energy and water efficiency, we demonstrate that smart and profitable renovation choices are feasible for most homeowners. REEP House for Sustainable Living is a hands-on showroom with an array of options, benefits, costs and impacts of home energy and water conservation measures. Saturday Open Houses, Wednesday night tours and frequent workshops and events provide opportunities for the public to visit and learn.