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# Eco Coordinator - Toronto, Canada

## Job Description

### About Earth Angel

Earth Angel is the leading sustainable production service provider in the U.S. founded on the vision that entertainment should never be made at the expense of the environment. Their collective of production and sustainability experts provide the strategy, skilled labor, supplies and analytics to help the entertainment industry reduce its environmental impact.

Since 2011, Earth Angel has helped films and series avoid almost 9,000 metric tons of greenhouse gasses, divert over 10 million pounds of waste, and donate over 135,000 meals to local communities. Their client roster includes *The Amazing Spider-Man 2*, Spielberg's *The Post*, Emmy-winner *The Marvelous Mrs. Maisel*, and Lin Manuel Miranda's *In the Heights*. Earth Angel is headquartered in New York with offices in Los Angeles, Atlanta and Toronto.

### Role

The role of the Eco Coordinator is to support the implementation of our sustainability strategy for our production clients. Eco Coordinators are the primary liaison between Earth Angel and the production - the boots-on-the-ground eyes and ears we need for our program to run successfully. They supervise our Eco Representatives (Eco Reps) and work with department heads, crew members and production vendors to integrate sustainable production practices on set. This includes a mix of administrative work and on-set production work. Eco Coordinators are directly supervised by the Eco Supervisor but also work closely with each member of the EA Services team to ensure all facets of the EA program are running smoothly (analytics, materials, education and strategy).

### Responsibilities

#### Eco Rep Management

- Onboard, supervise, support and troubleshoot issues with Eco Reps
- Ensure all Eco Rep sustainability tracking logs and inventories are maintained

- Facilitate COVID testing for Eco Reps
- Work with EA Education Manager to make Eco Rep staffing changes as necessary (additional, covers, reassignments)
- Conduct weekly sync meetings with Eco Reps
- Conduct Eco Rep performance evaluations

## Production

- Conduct client walkthroughs and site visits as necessitated
- Work closely with each client department during pre-production to educate them on sustainable production practices
- Check in and provide support to each client department during production to maintain the sustainability initiatives
- Work closely with each client department during wrap to make sure they continue the sustainability initiatives in their wrap phases.
- Work closely with Materials Coordinator to support sustainable product sourcing for production departments and supply ordering for the eco team
- Utilize Earth Angel tools to address each project milestone in EA's sustainable production methodology
- Maintain close contact with production leadership and send progress reports, project summaries and ensure client satisfaction

## Administrative

- Keep production documents and calendars up to date
- Utilize Earth Angel time tracking system to log all billable and non-billable hours worked
- Attend weekly meetings with the entire Earth Angel staff to provide a thorough update on your progress with each production, and workshop issues
- Project manage each month and week to ensure client priorities are met and forecast any: supply orders, staffing needs, department requests, etc
- Attend weekly team meetings with your Supervisor to discuss your project management updates and any necessary priority shifts
- Provide feedback and input on the development of new EA tools and resources

## Qualifications

### Required

- Professional on-set experience - minimum 1 year
- Drivers license

- Ability and desire to work in a fast paced environment
- Adaptable to constantly changing circumstances
- Strong problem solving and critical thinking capabilities
- Experience with Google Suite (Google Drive, Google Sheets, Gmail, and Google Calendars)
- Passion for environmental sustainability and zero waste efforts
- Strong management and social skills - ability to handle confrontational situations
- Strong organizational skills and ability to document processes
- Excellent communication skills, both written and verbal
- Collaborative and confident attitude with strong customer service approach to work
- Tech savvy and comfortable working in phone-based applications
- Ability to time manage and stay within a budget

## Recommended

- Bachelor's degree in related field (Environmental Science, Film/Television, etc)
- Environmental or zero waste training/experience
- Education/coaching/teaching experience
- Strong attention to detail
- Willingness and desire to grow within the company
- Familiarity with database management
- Familiarity with Coda - information management software

## Details

Full time, hourly, non-exempt

Location: Toronto, ON

- Hybrid role - when not required to be on site for client needs, this is a work from home, remote position

Hours: 9am - 6pm ET / 8am - 5pm PT with one hour unpaid lunch break

- Occasional overtime will be required

PTO: Up to 80 hours accrued PTO in your first year and paid holidays

Other: Your personal laptop and cell phone will be used in this role, but you will also be issued a company tablet for your work in the field.

## How to Apply

Please visit our website (<http://www.earthangelsets.com/careers>) to fill out our application.

Applications will be reviewed on a rolling basis and virtual interviews will be scheduled with



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candidates until the positions are filled. If you have any questions please contact jobs [at] earthangelsets.com.

Our clients come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our company stronger. If you share our values and our enthusiasm for small businesses, you will find a home at Earth Angel. We are committed to creating a diverse environment and are proud to be an equal opportunity employer. BIPOC, LGBTQIA+ and differently abled applicants are strongly encouraged to apply. Earth Angel is also committed to compliance with all fair employment practices regarding citizenship and immigration status.