Climate Change Project Assistant
Job Description
ICLEI Canada

Position Summary
ICLEI Canada’s Climate Change Project Assistant is part of an expanding team and will be a crucial member of the team providing technical and general support for climate adaptation and mitigation work. This involves a wide variety of research, communications and project management skills. The Climate Change Project Assistant will join a team of adaptation professionals supporting ICLEI Canada’s Building Adaptive and Resilient Cities Program and Partners for Climate Protection Program.

Our ideal candidate has strong organizational skills and is detail oriented. They excel in written and oral communications and can build relationships across a variety of sectors. They thrive in a hybrid work environment, finding effectiveness in both virtual and physical office environments.

Our Climate Change Project Assistant is motivated to work in the non-profit sector. They are self-motivated and thrive in a fast-paced project-based work environment where priorities, timelines, and tasks shift quickly and frequently.

Responsibilities

- Provide support to both the Adaptation & Resilience and Climate & Energy Teams, including facilitation, stakeholder engagement, research, resource development and communications.
- Assist in implementing climate change planning projects with local governments.
- Support staff in fundraising for climate change related programs and projects.
- Support the development of tools and resources for local governments on climate change, both mitigation and adaptation.
- Help in the research, writing, design and delivery of resources to build the knowledge and capacity of cities and stakeholders.
• Develop and deliver workshops, webinars and presentations relating to ICLEI Canada's climate change programming and other initiatives.
• Research and draw from international programs and campaigns to keep ICLEI's Canadian membership informed, current and relevant.
• Support the ICLEI Canada team in developing and delivering project with partners and clients.
• Collaborate with the entire ICLEI Canada and ICLEI World Secretariat staff team on membership activities and cross program collaborations.

Experience/Background
• University degree in environment, urban planning, sustainable development or any other related discipline
• Minimum 2 years relevant experience related to climate change, urban planning and/or sustainability
• Knowledge of climate change files at the local, provincial and national level
• Strong analytical, research, and writing skills
• Excellent interpersonal and communication skills
• Ability to multi-task in a fast-paced, ever-changing and dynamic environment
• Understanding of the non-profit NGO environment
• Advanced oral and written English is required
• Be able to travel in Canada and abroad as needed
• Required live in and be authorized to work in Canada

Details of the Position

Annual salary: $45,000 – $55,000, depending on experience

Position: Full-time permanent

Location: Flexible, candidate must be able to work from home/remotely, from within Canada and should be available to work from an ICLEI Office when required.

Work hours: 40 hours per week, flexible to coordinate between time zones and work-life-balance needs.

Bonus structure: Merit-based bonus system structure, applied annually at rates established each year, subject to budget availability.

Vacation: 15 days per year + 5 free days to be exclusively applied over the winter break

RSPs & Benefits: $15 per pay period paid out annually with conventional health benefits currently being explored for implementation in late Fall 2023.
Application Procedure

Interested candidates are invited to submit an application by August 18, 2023 by emailing iclei-canada@iclei.org with the title of the position in the subject line. Applications should include resumes and cover letters that clearly demonstrate relevant experience and the ability to meet the job responsibilities. Samples of work are also welcome. We thank all candidates for their interest; however, we will only contact those selected for an interview.

About Us

ICLEI – Local Governments for Sustainability is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low-emission, nature-based, equitable, resilient, and circular development. Our Members and team of experts work together through peer exchange, partnerships, and capacity building to create systemic change for urban sustainability.

We provide a wide range of services for local, provincial, and federal governments in support of developing sustainable, climate-ready communities. This support includes but is not limited to:

- **Adaptation and resilience planning**: Working with communities to develop collaborative and implementation-focused resilience plans.
- **Energy and emissions planning**: Supporting communities as they reduce their energy and emissions and move towards a low-carbon future.
- **Capacity building**: Providing opportunities to build expertise locally on climate change, sustainability, and resilience.

The ICLEI Canada team has over 100 cumulative years of experience in the municipal sector and in non-profit organizations. Our work happens across Canada, also known as Turtle Island, which has traditionally been and is home to many diverse First Nations, Inuit, and Métis peoples since time immemorial. We recognize that reconciliation is a fundamental component to building net-zero resilient communities and endeavour to listen to and learn from Indigenous Peoples on an ongoing basis in the process of our work.

ICLEI Canada's head office is located in Toronto on the traditional territory of the Mississaugas of the Credit, the Annishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples. The British Columbia office is hosted by the City of Victoria on the homelands of the Songhees and Esquimalt People, and the Quebec office is hosted by the City of Montreal on the traditional territory of the Kanien'kehà:ka/Mohawk Nation.