



Climate Change Project Coordinator Job Description

ICLEI Canada

Position Summary

ICLEI Canada's Climate Change Project Coordinator is part of an expanding team and will lead in providing technical and general support for climate adaptation and resilience work. This involves a wide variety of research, communications, and project management skills. The Climate Change Project Coordinator will join a team of adaptation professionals supporting [ICLEI Canada's Building Adaptive and Resilient Cities Program](#).

Our ideal candidate has demonstrated project management skills leading complex projects requiring cross-functional collaboration. They excel in written and oral communications and can easily 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 Coordinator 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

- Lead in providing technical and general support for climate change adaptation and resilience work.
- Coordinate the development of climate change related projects and tools.
- Assist ICLEI Canada in managing and implementing climate change related projects.
- Support the development of proposals and Requests for Proposals (RFP) for ICLEI Canada.
- Support ICLEI partnerships with local municipalities through both the BARC and PCP programs.
- Support ICLEI-Canada staff with fundraising efforts.

ICLEI's mission is to build and serve a worldwide movement of local governments to achieve tangible improvements in global sustainability with special focus on environmental conditions through cumulative local actions.

Canada Office

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World Secretariat

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- Provide support in the exploration and development of new project partners.
- Provide support, guidance and mentoring to other staff.
- Explore and develop new funding opportunities for existing and/or new programs.
- Develop and deliver training workshops, webinars, and other sessions related to ICLEI Canada's climate change programs and projects.
- Assist in the development and delivery of marketing and communications materials in support of ICLEI Canada programs, and services.
- Help maintain the ICLEI Canada website and various other media channels, such as online project platforms, Twitter, LinkedIn, etc.
- Assist in the planning, coordination, and promotion of capacity building events such as the Livable Cities Forum, webinars, training sessions, and workshops.

Experience/Background

- University degree demonstrating expertise in environment, urban planning, sustainable development or equivalent.
- Minimum five-years relevant experience related to climate change, urban planning and/or sustainability.
- Experience in climate change adaptation, risk reduction, vulnerability and risk assessment methodologies, and adaptation planning considered a strong asset.
- Experience in stakeholder engagement and facilitation.
- Strong analytical, research, and organizational abilities.
- Excellent interpersonal and communication skills.
- Ability to excel in a fast-paced, ever-changing and dynamic environment.
- Understanding of the non-profit NGO environment.
- Understanding of the local government sector.
- 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: \$55,000 - \$65,000

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 Anishnabeg, 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.