Climate Change Coordinator
Job Description
ICLEI Canada

Position Summary

The Climate Change Coordinator position is part of an expanding team that provides research, technical, and general support for a multi-year project to assist municipalities in the development and adoption of tiered high performance building energy codes. The Climate Change Coordinator will help build a database of tools, policies, and best practices for sustainable building development which will form the basis of a nation-wide community of practice in support of net-zero municipal tiered energy code implementation.

Our research and technical support needs centre mainly in the field of sustainable building science and technology, business case development, and applied research to deepen our understanding and create solutions to the challenges faced in municipal climate policy development and implementation. We draw from best and emerging practices, as well as the lessons gleaned from failure.

Our ideal candidate has experience in sustainable energy and building technology/sciences, green development standards, green building certifications, and/or the real estate development industry in Canada. They have strong research and organizational skills and are detail oriented. They excel in written and oral communications and can easily build relationships across a variety of sectors. A strong candidate will also have some experience in stakeholder engagement and facilitation. They thrive in a hybrid work environment, finding effectiveness in both virtual and physical office environments.

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

- Conduct research (desk-top, survey, interviews, and focus groups) in the field of sustainable building science, technology and business case development and articulate findings.
- Build a database of tools, policies, and best practices for sustainable building development.
- Provide technical support to municipalities in a nation-wide community of practice in support of net-zero municipal tiered energy code implementation.
- Facilitate webinars and community of practice engagements.
- Develop communications materials and knowledge sharing products.
- Support project reporting.
- Collaborate with the ICLEI Canada Mitigation team on complementary projects.
- Other related duties as assigned.

Experience/Background

- A minimum 5-years professional work experience in a complementary field.
- Knowledge and experience of sustainable energy and building technology/sciences, green development standards, green building certifications, and/or the real estate development industry in Canada.
- Certificates in the building sector such as LEED and WELL are highly valued.
- Excellent writing and communication skills.
- Strong conceptual, analytical, and presentation skills.
- Proficiency with various research methods (i.e., surveys, interviews, and focus groups).
- Project management experience is considered an asset.
- Proficiency with database management.
- Required live in and be authorized to work in Canada.
- English language proficiency required, French language proficiency highly valued.

Details of the Position

**Annual salary:** This position falls within the salary range of $55,000 - 65,000.

**Position:** Full-time permanent.

**Location:** Flexible. Candidates must be able to work from home/remotely (from within Canada) and should be available to work from one of our regional offices in Toronto or Montreal when required. Candidates are required to have suitable at-home workspaces.
**Work hours:** 40 hours per week, with flexibility to accommodate individual needs. Autonomy, adaptability, and respect for work-life balance are highly valued and built into the ICLEI Canada culture.

**Bonus structure:** Merit-based bonus system structure, applied annually at rates established each year (ranging from 2-6%), subject to budget availability.

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

**RSP and Benefits:** $15 per pay period paid out annually towards retirement savings. We also offer a competitive employee health benefits package including employee and dependent coverage for dental, vision, and extended health services; prescription drugs; out of country coverage; life insurance; and an Employee Assistance Plan with 24-hr service providers.

**Application Procedure**

Applications will be reviewed on a rolling basis. Interested candidates are invited to submit an application by emailing hr-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.

We are committed to creating a comfortable and inclusive environment for all candidates. We encourage applications from equity-seeking groups, including people with disabilities. Accommodations are available upon request at every stage of our recruitment and selection process. Please reach out as needed.

**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 is committed to policies and practices that encourage an equitable and inclusive workplace, respectful and supportive of the diversity of our team and the dignity of the individual. Individuals of diverse identities and lived experiences—including but not limited to race, ethnicity, nationality, socio-economic status, sexual orientation, gendered identity/expression, and physical and mental abilities—are welcome to be themselves in our workforce.

ICLEI’s commitment to equity, diversity, inclusion, and belonging extends to its capacity-building work with local governments as laid out in these resources: Equitable Climate Adaptation; Integrating equity, diversity and inclusion into municipal climate action.

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.