Adaptation Program Lead
Job Description
ICLEI Canada

Position Summary
As ICLEI Canada’s Adaptation Program Lead, you will support our expanding team in a variety of initiatives related to adaptation and resilience. This role encompasses a range of responsibilities, including the development and delivery of workshops, webinars, and other sessions related to ICLEI Canada's programs and projects along with the development and delivery of capacity building materials, project development and management, partnership development, and cross-country promotion. You will draw on skills across these domains as well as your experience at the local, provincial, and national level to take a lead role in supporting our team as it further secures, supports, and delivers an active roster of projects and programs.

Our ideal candidate excels in written and oral communications and can easily build relationships across a variety of sectors. You possess demonstrated project management skills leading complex projects requiring cross-functional collaboration. Motivated to work in the non-profit sector, you are self-driven 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 (with specific focus on climate data, impact identification, and vulnerability and risk assessment).
- Take up coordination of a new project on local climate partnerships.
- Assist in managing and implementing adaptation related projects, such as the Building Adaptive and Resilient Communities Program.
- Contribute to the research, writing, design, and delivery of capacity building resources related to adaptation and resilience.
- Support fundraising efforts through the development of proposals and Requests for Proposals (RFP) in fields such as financing and social infrastructure.
- Provide support in the exploration and development of new project partners.
- Provide support, guidance, and mentoring to other staff at the project level.
- Apply and continue to further develop project management skills.
- Develop and deliver training workshops, webinars, and other sessions related to climate change and biodiversity programs and projects.
- Assist in the development and delivery of communications materials in support of programs, projects, and services.
- Help maintain the ICLEI Canada website and various other media channels, such as online project platforms, LinkedIn, YouTube, etc.
- Assist in the planning, coordination, and promotion of capacity building events such as the Livable Cities Forum, webinars, training sessions, and workshops.
- Other duties as assigned.

Experience/Background

- Minimum five-years relevant experience related to using climate data, identifying local climate impacts, vulnerability and risk assessment, and/or adaptation planning.
- Knowledge of climate change adaptation and resilience at the local, provincial, and national level is required.
- Understanding of the local government sector is required.
- University degree in environment, urban planning, public administration, or related discipline is required.
- Bilingualism (English/French) is a strong asset.
- Strong analytical, research, and conceptual skills.
- Excellent writing and communication skills.
- Ability to excel in a fast-paced, ever-changing, and dynamic environment.
- Must live in and be legally eligible to work in Canada, with the ability to travel in Canada and abroad as needed.
Details of the Position

**Annual salary:** $75,000-$90,000 (Salary Band 6)

**Length:** Full-time permanent, with a 3-month probationary period.

**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. Candidates are required to have suitable at-home workspaces.

**Work hours:** 40 hours per week, flexible to coordinate work-life balance 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 and a comprehensive group health benefits plan. We also offer a comprehensive 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 apply 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 you

- You have a passion for meaningful climate action, building resilient communities, and improving the lives of Canadians.
- You lead with confidence, rallying team members and diverse stakeholders to work together towards a sustainable future.
- You have a comprehensive understanding of the opportunities, needs and challenges of local governments as related to climate adaptation.
You are motivated to work in the non-profit industry and share our commitment to equitable and sustainable development, environmental leadership, and to building communities where people of diverse lived experiences and abilities can flourish.

Self-driven and adaptable, you thrive in dynamic project-based work environments where priorities, timelines, and tasks shift quickly and frequently.

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.