



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 (BARC) Program, the Ontario Resource Centre for Climate Adaptation (ORCCA), and a dynamic roster of developing projects.

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 for ICLEI Canada
- Support ICLEI partnerships with local municipalities through both the BARC and Partner of Climate Protection (PCP) programs
- Support the work of ORCCA
- Support ICLEI-Canada staff with fundraising efforts
- Provide support in the exploration and development of new project partners

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.

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- 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
- 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: \$70,000 - \$85,000/year (Salary Band 7)

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, 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 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 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 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.

