



# Mitigation Lead, Climate Platform Job Description

ICLEI Canada

## Position Summary

As the ICLEI Canada Mitigation Lead, Climate Platform, you will join an expanding ICLEI staff team and a larger team of content, implementation, mobilizing, and advisory partners to guide the development and mobilization of an online Climate Platform. This online platform will provide curated, centralized access to the most relevant tools and data for the advancement of low-carbon, climate-resilient infrastructure in communities across Canada.

You are a strategic thinker primed and motivated to contribute to innovations in climate infrastructure. You are well-informed on a range of climate change and environmental sustainability issues and are familiar with the best tools and resources for accessing environmental and climate change data. Without losing sight of the big picture, you can discern what needs doing next and can work with a team to achieve it. You excel in written and oral communications and can easily build relationships across a variety of sectors. You thrive in a hybrid work environment, finding effectiveness in both virtual and physical office environments.

You are motivated to work in the non-profit industry. Self-driven, you thrive in fast-paced project-based work environments where priorities, timelines, and tasks shift quickly and frequently.

## Responsibilities

- Contribute to user and market research to develop user personas and define product vision (how users will leverage the project; product relationship to and integration with existing third-product products; desired impact).

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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- Contribute to data gathering on user needs, user experience, and how users interact with digital services (drawn from focus groups, interviews, workshops, Platform surveys, user experience testing and web analytics).
- Work to map meta data and mitigation related content with interactive functions and features of the platform.
- Generate knowledge products that drive and support climate-ready infrastructure, including locating and gathering information from applied work that would not otherwise be easily discoverable.

Be part of a team to:

- Identify, gather, and curate net-zero infrastructure resources for inclusion in online platform.
- Map and develop additional core content contributions.
- Write plain language explanations for existing climate tools and resources.
- Perform gap analysis and identify timelines for additional net-zero infrastructure-related tools and resources.
- Develop analytical tools to support users in understanding energy and emissions data, including consumption, energy poverty, modeling, and benchmarking.

## Experience/Background

- Required: live in and be authorized to work in Canada, with the ability to travel in Canada and abroad as needed.
- Ability to work out of ICLEI's offices in Toronto/Montreal is a strong asset.
- Fluency in oral and written English is required, with fluency in oral and written French a strong asset.
- 7+ years of professional experience related to climate change, engineering, urban planning and/or sustainability is required.
- Extensive experience in local energy, low carbon and climate change mitigation.
- Experience in municipal infrastructure development, maintenance and upgrades a strong asset.
- Project management experience, especially as related to information technology/business administration/NGO contexts, is an asset.
- Understanding of the non-profit NGO environment and of the local government sector is an asset.
- Excellent interpersonal and communication skills.
- Strong analytical, research, and organizational abilities.
- Ability to excel in a fast-paced, ever-changing and dynamic environment.

# Details of the Position

**Remuneration:** \$75,000 - \$90,000/year (Salary Band 6)

**Position:** Full-time, 4-year term (with possibility of extension)

**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](mailto: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.