



# Project Director, Coastal Climate Resilience Job Description

ICLEI Canada

## Position Summary

As a Project Director, you will join an ICLEI staff team (alongside a larger group of content, implementation, mobilizing, and advisory partners) to guide the development and implementation of the Pacific North Shore and Sunshine Coast Regional Climate Collaborative project. The objective of this project is to advance resilience within the coastal areas of the Pacific North Shore and Sunshine Coast Region through a series of coordinated actions co-developed with local governments, regional districts, First Nations, and health authorities. Alongside a broader team, our Project Director will multi-solve in collaboration with these partners to identify, develop, and implement strategies that address regional climate risks while also working to protect species at risk, enhance local biodiversity, and address regional health concerns.

You are a connector and skilled relationship builder, ready to tackle the long-term work of trust building and collaboration. At the same time, you are a strategic thinker that is well-informed on a range of climate change and environmental sustainability issues and motivated to contribute to innovations in climate adaptation and resilience. You are familiar with the needs and capacities of coastal communities across British Columbia and are eager to accelerate adaptation at a regional scale through integrated, inclusive, and innovative actions. 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 hybrid work contexts, finding effectiveness in both remote work 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.

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

401 Richmond St. W  
Studio 204  
Toronto, Ontario  
M5V 3A8

### World Secretariat

Kaiser-Friedrich-Str. 7  
53113 Bonn,  
Germany

[www.icleicanada.org](http://www.icleicanada.org)  
[www.iclei.org](http://www.iclei.org)



# Responsibilities

- Lead outreach and engagement efforts and support efforts to secure municipal commitment to the project.
- Liaise with local governments, regional districts, First Nations, and health authorities to identify and assess regional climate risks and survey potential concerns related to health, equity, biodiversity and species at risk.
- Coordinate capacity building and training sessions and support partners in developing the necessary skills to implement all project phases.
- Lead knowledge mobilization efforts, sharing insights and outputs via webinars, training sessions, and face-to-face events with a broad group of municipalities and stakeholders across Canada
- Support the financial sustainability of the proposed projects by identifying funding opportunities and supporting partners in networking, applying for and securing funds.
- Drawing on guidelines from Natural Resources Canada, develop an evaluation framework to deliver implementation and advancement reports.

Lead a team to:

- Review and adapt existing coastal climate work (including vulnerability and risk assessments, adaptation plans, and regional strategies), and identify innovative financing opportunities.
- Create training materials, deliver in-person and virtual workshops, provide one-on-one technical assistance, and support communities in implementation efforts
- Incorporate equity and diversity guidelines in the delivery of all project phases.
- Adhere to evaluation and reporting guidelines.
- Document regional learnings and insights in order to create resources used by audiences (beyond project partners) to promote replicable solutions across the region.

# Experience/Background

- Given the highly regional and relationship-building nature of this project, candidates living in the Sunshine Coast or Lower Mainland Region of British Columbia will be prioritized.
- Candidates must be authorized to work in Canada, with the ability to travel in Canada and abroad as needed.
- Fluency in oral and written English is required, with oral and written French a strong asset.

- 7+ years of professional experience related to climate change adaptation and coastal resilience is required.
- Experience in relationship management and relationship building is required.
- Experience in disaster risk reduction, vulnerability and risk assessment methodologies, and adaptation planning is required.
- Experience in equity and diversity approaches to community engagement and participatory processes.
- Project management experience, especially as related to information technology/business administration/NGO contexts.
- Understanding of the non-profit NGO environment and of the local government sector.
- Excellent interpersonal and communication skills.
- Strong analytical, research, and organizational abilities.
- Experience in stakeholder engagement and facilitation.
- Ability to excel in a fast-paced, ever-changing and dynamic environment.

## Details of the Position

**Annual salary:** \$110,000 - \$130,000 (Salary Band 3)

**Position:** Full-time, 33-month term (expected to end December 2027; open to extension).

**Location:** Candidate must be able to work from home/remotely from within Canada. Candidates living within the Sunshine Coast Regional District or the Lower Mainland of British Columbia will be prioritized.

**Work hours:** 40 hours per week, flexible to coordinate work-life balance needs.

**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. 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.