



Climate Change Project Assistant Job Description

ICLEI Canada

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.

Position Summary

ICLEI Canada's Climate Change Project Assistant will be a key player on our Adaptation team, supporting climate adaptation and resilience-building work through applied research, data analysis, and communications across a variety of programs and projects.

We're looking for an organized, confident, and details-driven professional with a can-do attitude and a willingness to chip in and learn. Comfortable in both virtual and in-person settings, they bring energy and adaptability to a hybrid workplace.

This role calls for a self-starter motivated to work in the non-profit sector, ready to thrive in a fast-paced, project-driven environment where priorities and projects shift quickly and frequently.

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Studio 204
Toronto, Ontario
M5V 3A8

World Secretariat
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53113 Bonn, Germany

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www.iclei.org

Responsibilities

- Provide general support to ICLEI Canada's Adaptation team, including data analysis, research, stakeholder engagement, resource development and communications.
- Support the [Advancing Implementation Training Initiative \(AITI\)](#) project team, the [Ontario Resource Centre for Climate Adaptation \(ORCCA\)](#) project team, and additional teams engaged in consulting projects with research, development of tools and resources for participants, and other tasks.
- Support specific adaptation programs and projects on an as-need basis, including (but not limited to), our flagship [Building Adaptive](#)

[and Resilient Cities \(BARC\) program](#), the [Ontario Resource Centre for Climate Adaptation \(ORCCA\)](#), [Climate Insight](#), and the [Coastal Climate Resilience Collaborative](#).

- Support the planning and delivery of events such as our annual [Livable Cities Forum](#) and [Adaptation Canada 2026](#).
- Assist in implementing climate change planning projects with local governments.
- Support staff in fundraising for climate change related programs and projects.
- Support the development of adaptation tools and resources for local governments on climate change.
- Help in the research, writing, design and delivery of resources to build the knowledge and capacity of cities and stakeholders.
- Develop and deliver workshops, webinars and presentations relating to ICLEI Canada's climate change programming and other initiatives.
- Support the ICLEI Canada team in developing and delivering projects with partners and clients.
- Help maintain the ICLEI Canada website and various other media channels, such as online project platforms, LinkedIn, etc.
- Other duties as assigned.

Experience/Background

- University degree in environment, urban planning, sustainable development, public administration, or related disciplines Equivalent experience and non-traditional pathways will also be considered.
- Minimum 2 years relevant experience related to climate change, urban planning and/or sustainability.
- Familiarity with climate change files at the local, provincial and national levels and understanding of the local government sector is a strong asset.
- Training and/or experience in climate communications, community engagement, governance structures, measurement and evaluation and municipal financial tools for advancing climate adaptation for local governments.
- Solid knowledge of climate action, sustainability solutions, and emerging technologies (with an understanding of how they apply in real-world contexts).
- Tech-savvy problem solver with solid Mac expertise.
- Strong analytical, research and conceptual skills.
- Excellent writing and communication skills.
- Ability to excel in a fast-paced, ever-changing and dynamic environment.
- Bilingualism (English/French) is a strong asset.

- 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: \$60,000-\$75,000 (Salary Band 9)

The salary range for this position is between \$60,000-\$75,000 annually. We use established salary bands and follow a consistent approach to starting pay and salary increases to ensure equitable and sustainable compensation across our team. Candidates whose experience and qualifications exceed the listed requirements may be offered a starting salary at the higher end of the posted range.

Length: Full-time, 2-year term (with the possibility of extension). 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. ICLEI Canada does not provide home office furnishings, and supports are limited to a laptop, external keyboard, and mouse.

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.

Paid days off: Full time employees enjoy 15 paid vacation days per year to start (+ 5 free days to be exclusively applied over the winter break). Additionally, numerous paid statutory and other holidays are provided for each employee per calendar year, including individual Cultural Observance days. Full time employees receive 12 paid sick days per year and can flex work hours to attend medical appointments on an as-need basis

Retirement Savings & Benefits: Retirement savings contributions paid out annually. We offer a comprehensive, employer-paid 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.

Professional Development: Apply to our Professional Development funds to access financial support and/or paid time off in pursuit of relevant learning and professional development opportunities.

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.