



# Climate Change Project Coordinator Job Description

ICLEI Canada

## Position Summary

As a Climate Change Project Coordinator with ICLEI Canada's adaptation team, you'll coordinate initiatives that drive climate resilience across the country. Designing workshops, delivering webinars, and developing capacity-building resources — you'll be a core contributor to our adaptation efforts.

We're seeking a skilled communicator, experienced coordinator, and practical problem-solver who is comfortable rolling up their sleeves; someone who embraces new contexts and challenges. A confident self-starter, detail-oriented and tech-savvy, you know how to organize, influence, and connect across project teams and sectors.

If you're motivated to work in the non-profit world and energized by fast-moving, project-based work, you'll excel in this role.

## Responsibilities


- Provide high quality technical and general support for climate change adaptation and resilience work (with specific focus on climate data, impact identification, and vulnerability and risk assessment).
- Support the coordination of the [Advancing Implementation Training Initiative \(AITI\)](#), by creating tools, resources and workshops to advance capacity development and enhance participant experience.
- Coordinate and support the implementation of adaptation related programs and projects, including but not limited to our [Building Adaptive and Resilient Cities \(BARC\) program](#), the [Ontario Resource Centre for Climate Adaptation \(ORCCA\)](#), [Climate Insight](#), and the [Coastal Climate Resilience Collaborative](#).
- Contribute to the research, writing, design, and delivery of capacity building events and resources related to adaptation and resilience.
- Support the planning and delivery of events such as our annual [Livable Cities Forum](#) and [Adaptation Canada 2026](#).

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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[www.icleicanada.org](http://www.icleicanada.org)  
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- Support fundraising efforts through the creation of new projects and development of proposals.
  - Provide support and guidance 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 adaptation and biodiversity programs and projects.
  - Assist in the development and delivery of communications materials in support of programs, projects, and services.
  - Assist in the planning, coordination, and promotion of capacity building events such as webinars, training sessions, and workshops.
  - Research and draw from international programs and campaigns to keep ICLEI's Canadian membership informed, current and relevant.
  - 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 discipline. Equivalent experience and non-traditional pathways will also be considered.
  - Minimum 4 years of professional experience related to climate change, engineering, urban planning and/or sustainability is required, including experience using climate data, identifying local climate impacts, vulnerability and risk assessment, and/or adaptation planning.
  - Understanding of the local government sector and knowledge of climate change adaptation and resilience at the local, provincial, and national level is required.
  - Experience with climate communications and community engagement is an asset.
  - Solid knowledge of climate action, sustainability solutions, and emerging technologies, with a strong understanding of how they apply in real-world contexts.
  - Tech-savvy problem solver with solid Mac expertise.
  - Ability to excel in a fast-paced, ever-changing, and dynamic environment.
  - Strong analytical, research, and conceptual skills.
  - Excellent writing and communication skills.
  - Fluency in oral and written English is required, with fluency in oral and written French 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.
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## Details of the Position

**Annual salary:** \$70,000-\$85,000 (Salary Band 7)

The salary range for this position is between \$70,000-\$85,000 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, 1-year term (with 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](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.

