

Staff Opportunity: ClimateActionWR Project Coordinator

Cutting-edge community climate action program in Waterloo Region is seeking a highly driven and organized coordinator to spread awareness of our newly launched community climate action strategy TransformWR, engage community members in the implementation of the strategy, and help lead the improvement of our built community and natural environment on its journey into a low-carbon future. You must have a passion for community-based engagement, climate action, and improving environmental sustainability.

ClimateActionWR is a collaboration between local organizations, community members, and municipalities in Waterloo Region focused on climate change mitigation, and is led by Reep Green Solutions (Reep) and Sustainable Waterloo Region (SWR). It coordinates the activities of Waterloo Region's community climate action strategies – establishing cross-sector dialogue, facilitating collaborative opportunities, and monitoring and measuring progress towards achieving our community's greenhouse gas (GHG) emission reduction target.

Since 2019, ClimateActionWR has led the development of our community's long-term climate action strategy, and in June of 2021, it was endorsed by all eight municipalities in Waterloo Region. The strategy outlines a long term strategy to achieve an 80% reduction in GHG emissions by 2050 (80by50), and outlines 78 action items to reduce emissions 30% by 2030. ClimateActionWR is now working to support the implementation of the strategy, building capacity for our municipalities, and engaging the community in the work. The ClimateActionWR team is simultaneously working to measure progress and report back to the community on our initial short-term community target of 6% below 2010 levels by 2020.

As the Project Coordinator you would fulfill the following roles to support our community in achieving our 80by50 goal and increase sustainability in Waterloo Region:

- Coordinate community engagement initiatives including, but not limited to:
 - Giving presentations and meeting with community stakeholders;
 - Developing written communications materials such as sector-specific resources, blog posts, social media content etc.;
 - Website design, maintenance, and monitoring using Google Analytics; and
 - Community events including but not limited to webinars, workshops, and the Street Team campaign.
- Support the implementation of TransformWR, Waterloo Region's long term community climate action strategy, including:
 - Working with the Plan Manager to develop the community-wide implementation plan;
 - Developing quantifiable key performance indicators/metrics for climate actions; and

- Developing resources and case studies to demonstrate benefits of sustainability in 5 key sectors: ICI buildings, residential buildings, transportation, agriculture, and waste.
- Support our community-level GHG re-inventory process, including:
 - Report writing; and
 - Researching and coordinating data sources, data gathering, and some data analysis.
- Supervise volunteers associated with engagement activities;
- Analyze the results and outcomes of community engagement activities for continuous improvement;
- Coordinate internal and external communications for implementation of TransformWR;
- Act as a liaison between the Plan Manager and other stakeholders of ClimateActionWR;
- Create momentum, and drive change toward a low carbon future; and
- Other tasks to support ClimateActionWR, as required.

As a strong candidate for this role, you have the following skills, attributes, and experience:

- Minimum of a bachelor's degree or diploma in environmental studies or related area from a recognized university/college;
- Strong desire and passion for building relationships in the community and engaging with community members;
- Demonstrated passion for community-based leadership, taking climate action, and improving environmental sustainability in Waterloo Region;
- Excellent relationship management, event planning, and interpersonal skills;
- Ability to prioritize in a fast-paced multi-priority environment, respond quickly to changing expectations, and report back on tasks completed;
- Strong ability to work independently;
- Excellent problem-solving skills;
- Detail oriented work ethic;
- Proven leadership skills and experience working collaboratively with a mix of staff and volunteers;
- Excellent written, oral, and presentation skills;
- Strong working knowledge of both Google Suite and Microsoft Office.

The following skills are considered strong assets:

- Knowledge of sustainability justice and equity as it relates to climate action planning and implementation;
- Graphic design, marketing, and/or community-based social marketing (CBSM) skills or experience;
- Experience with Google Analytics / ExactMetrics
- Experience writing informative, educational and promotional content for websites, press releases, and social media;
- Experience working with local governments/on local governance issues;
- Knowledge of or experience working with existing local programs and climate action efforts in Waterloo Region.

Requirements:

This position is dependent upon funding approval from Eco Canada. Applicants **must** meet the following criteria:

- Participants must be aged 30 and under
- Applicant must be a Canadian citizen, permanent resident or hold refugee status in Canada
- Must have a post-secondary accomplishment

Employment Details:

Term: This position goes to December 31st 2022, pending funding approval, with the potential for extension beyond that pending future funding.

Salary: \$19.49 per hour, 37.5 hours/week

Work Location: In consideration of COVID-19 restrictions, our organization is currently working from home, with the majority of meetings held virtually. Some travel may be necessary to participate in meetings and activities throughout Waterloo Region, as it relates to this role. If/when work in the office resumes, the Project Coordinator will work between the Reep Green Solutions (Kitchener) and Sustainable Waterloo Region (Waterloo) offices.

To apply please: Submit your cover letter and resume in one PDF file to Sarah Smouter office@reepgreen.ca with your name and the position title clearly marked in the subject line. The application process will close no sooner than November 21st, however, applications will be considered and interviews will be scheduled as they are received.

ClimateActionWR is committed to creating an accessible and diverse culture where everyone belongs. We commit to actively working to empower full participation and ensure fair treatment within our organization, for those we serve, and for generations to come.

We believe diversity strengthens our organization, and we strongly encourage applications from qualified candidates of any background and lived experience. If you require accommodation, please let us know.