

ClimateActionWR Community Action Researcher

Who We Are:

ClimateActionWR, a collaboration between local organizations, community members, and municipalities focused on climate change mitigation in Waterloo Region, which is co-led by Reep Green Solutions and Sustainable Waterloo Region. We coordinate the activities of our community's Climate Action Strategy, measure and monitor progress on emissions reductions, and engage the community in climate action initiatives. Our community is working together to achieve Waterloo Region's short-term community target of a 50% greenhouse gas emission reduction by the end of 2030. This short-term reduction target is an important first step toward our long-term goal of an 80% greenhouse gas emission (GHG) reduction by 2050.

Position Purpose:

The ClimateActionWR Community Action Researcher is a volunteer position. The successful candidate would be responsible for gathering relevant municipal, regional, provincial or federal programs, projects, policies and updates that are expected to have an impact on GHG emissions within Waterloo Region, and incorporate it into a monthly newsletter sent out to community members. In addition to reporting on policy, the Community Action Researcher is responsible for incorporating ClimateActionWR-specific news, progress, and upcoming events into the publication. This role is part of a 2-person team.

As the ClimateActionWR Community Action Researcher, you would:

- Contribute content to our regular Community Action Report newsletter which includes:
 - Key points being discussed by municipal and regional Environmental Committees;
 - Planning policies or by-law reviews related to transportation, residential density or new building standards;
 - Regional or Municipal Council agendas, minutes or results of votes;
 - Provincial and Federal policy announcements or legislative news affecting climate change mitigation;
 - ClimateActionWR-specific news, progress, and upcoming events.
- Advise our team on how local policy developments may impact our community climate action strategy, TransformWR;
- Act as a policy/research resource for ClimateActionWR with a focus on local issues;
- Draft our monthly newsletter highlighting key news stories, opportunities, events and resources.

As a strong candidate, you have:

- An interest in the policy process and its impact on government decisions;
- An interest in municipal politics and knowledge of municipal planning processes;
- Experience reading the news, press releases, meeting minutes and synthesizing information;
- A self-starter nature and are comfortable working independently, as well as part of a small team;
- Strong written communication skills;
- Experience using MailChimp;

- The ability to attend Reep Green Solutions virtual team meetings, from 9 to 10:30am the first Friday of each month (preferred, but not required);
- The ability to attend SWR virtual team meetings from 6:00 – 7:30pm on the third Tuesday of every second month (preferred, but not required).

Time Commitment:

- Approximately 2-3 hours per week, with additional periodic check-in meetings with the ClimateActionWR team.
- We are looking for someone who is willing to make a 1-year commitment.

To apply please:

- Send your cover letter clearly outlining why you are interested in working with our program and what excites you about this role
- Submit the cover letter and resume to connect@climateactionwr.ca by March 22, 2026.