

80 by 50 Project Coordinator - Job Description

Cutting-edge community climate action program in Waterloo Region is seeking a highly driven and organized coordinator to help lead our community 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 and community members focused on reducing greenhouse gas emissions, and is led by Reep Green Solutions (Reep) and Sustainable Waterloo Region (SWR). It coordinates the activities of the Climate Action Plan – establishing cross-sector dialogue, facilitating collaborative opportunities, and monitoring and measuring progress towards achieving our community’s greenhouse gas (GHG) emission reduction target.

As of June 2018, across Waterloo Region we have an 80% GHG reduction target in place to be achieved by 2050 (80 by 50)! The endorsement of this historic and ambitious target has set the stage for transforming Waterloo Region into a low-carbon community. ClimateActionWR will lead the transformation process towards 80 by 50, starting with a two-year project that will build capacity for our municipalities, engage the community, and lead to the creation of our long-term climate action plan.

Working under the supervision of the Plan Manager of ClimateActionWR, as Project Coordinator you will:

- Plan and execute community engagement activities and events;
- Plan and execute several capacity-building events including municipal workshops, and forums;
- Create reports on the outcomes of community engagement activities, workshops, forums, and capacity-building tasks;
- Coordinate internal and external communications for the 80 by 50 project;
- Act as liaison between the Plan Manager and other stakeholders of ClimateActionWR;
- Create reports and monitor project milestones;
- Create momentum, and drive change toward a low carbon future.

Term: 22-month contract beginning February 1st, 2019, with an end date of November, 30th, 2020

Salary: \$19.75-\$21/hour, 37.5 hours/week

Additional: Bus pass and healthcare spending account

Work Location: The Project Coordinator will work between the Reep Green Solutions (Kitchener) and Sustainable Waterloo Region (Waterloo) offices, with some travel to meetings and events throughout Waterloo Region.

Work Hours: The standard work hours for this position are from 9am to 5pm. The position requires occasional work on evenings/weekends due to meetings and events outside of standard work hours.

Reporting: The Project Coordinator will report to and be supervised by the Plan Manager of ClimateActionWR.

2019 Priorities

- **Governance and Project Planning**
 - Create communications processes for stakeholder relations;
 - Assist in the creation of an eight-municipality governance framework;
 - Support the creation of a workshop model to use in developing our long-term climate action plan.
- **Long-term Plan Development & Pre-Project Implementation**
 - Co-lead the development of the community engagement process;
 - Coordinate engagement initiatives including, but not limited too, video creation, street team campaign, and community workshops;
 - Support the planning and execution of the 80 by 50 consultation series with municipalities and experts;
 - Collaborate with the Plan Manager and other partners to form the draft of the 30-year long-term climate action plan;
 - Plan events and logistics including workshops and a symposium;
 - Support the development and communications for webinars.
- **Capacity-Building**
 - Plan and execute capacity building workshops, a forum for municipalities, and a community-wide stakeholder forum.

2020 Priorities

- **Capacity-Building**
 - Coordinate the Beyond 2020 Task Force.
- **Project Implementation**
 - Supporting municipal partners and stakeholders to kickstart pilot projects for GHG reductions.
- **Knowledge Mobilization**
 - Plan and execute a municipal stakeholder forum;
 - Support the completion of the long-term climate action plan;
 - Communicate the release of the long-term climate action plan;
 - Coordinate efforts to host a community celebration to launch the new climate action plan.

Desired Skills and Qualifications

- Minimum of a bachelor's degree in environmental studies or related area from a recognized university;
- 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 and handle multiple competing priorities;
- Excellent problem solving skills;
- Experience in engaging and energizing community members for a common cause;
- Proven leadership skills and experience working collaboratively with a mix of staff and volunteers;
- Experience working with local governments/on local governance issues;
- Excellent written, oral, and presentation skills;
- Strong working knowledge of Microsoft Office, particularly Excel, PowerPoint, and Word;
- Graphic design, marketing, and/or community-based social marketing (CBSM) skills or experience, considered an asset;
- Knowledge of or experience in working with existing local programs and climate action efforts in Waterloo Region considered an asset.

To apply please:

- Address your cover letter to Faiza Nuru clearly outlining why you are interested in working with ClimateActionWR and what excites you about this role.
- Submit your cover letter and resume to office@reepgreen.ca and reference job title in the subject line.

*Please note that applications will be reviewed as they arrive, so we encourage interested candidates to apply early. The application deadline is **Friday, January 11th, 2019 at 5pm.***