

## **80 by 50 Project Coordinator**

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 climate change mitigation, 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.

Last year, an 80% reduction target was endorsed to be achieved by 2050 (80 by 50) and ClimateActionWR is leading the 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. The ClimateActionWR team, simultaneously continues to measure and report progress for our short-term target of 6% below 2010 levels by 2020.

*As the 80 by 50 Project Coordinator you would:*

- Support the development of the 80 by 50 community engagement process;
- Coordinate engagement initiatives including, but not limited to:
  - promotional video creation in collaboration with hired videography professionals
  - website design in collaboration with hired web professionals
  - street team campaign
  - community workshops
- Train and supervise volunteers associated with engagement activities;
- Create reports on the outcomes of community engagement activities and events;
- Coordinate social media content for all ClimateActionWR related activities;
- Coordinate internal and external communications for the 80 by 50 project;
- Plan and support the execution of capacity-building events including municipal workshops, forums, and webinars;
- Act as liaison between the Plan Manager and other stakeholders of ClimateActionWR;
- Create momentum, and drive change toward a low carbon future;
- 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;
- Proven leadership skills and experience working collaboratively with a mix of staff and volunteers;
- 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;
- Experience writing informative, educational and promotional social media content for Facebook and Twitter;
- Experience working with local governments/on local governance issues;
- Knowledge of or experience in working with existing local programs and climate action efforts in Waterloo Region considered an asset.

**Employment details:** 5-month contract with an end date of October, 31, 2019. The standard work hours for this position are from 9am to 5pm; however, the position requires frequent work on evenings/weekends due to meetings and events outside of standard work hours.

**Compensation:** \$18.27/hour, 40 hours/week

**Benefits:** Team members can access a discounted bus pass.

**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.

**To apply please:** Submit your cover letter and resume to Yvonne ([recruitment@climateactionwr.ca](mailto:recruitment@climateactionwr.ca)) by May 24, 2019, with your name and the position title clearly marked in the subject line. Applications will be considered and interviews scheduled as they are received.