JOB DESCRIPTION

| **Title** | Climate Change Coordinator |
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| **Reports To**  | [Insert Title] |

**Job Purpose**

The Climate Change Coordinator is responsible for supporting the implementation of the organization's climate change strategies. This will involve strategies to reduce environmental impact and applying sustainability principles to the strategies by developing, implementing, and evaluating programs that support climate change actions outlined in the [Organization Name]’s Climate Change and Sustainability Roadmap.

The ideal Climate Change Coordinator has excellent leadership, communication, organizational skills, and a passion for nature conservation and climate action.

**Duties & Responsibilities**

Key responsibilities include, but are not limited to the following:

* Support the organization’s energy- and sustainability-focused projects and activities
* Identify climate change risks and opportunities within the organization, as well as outcomes necessary and resources available to implement projects on climate adaptation and resilience
* Coordinate information and act as a liaison between various orders of government, municipal stakeholders, and related organizations
* Assist with or lead public education programs on reducing climate change risks and in the implementation of initiatives undertaken by the local government
* Foster and maintain relationships and commitments with a wide range of partners and other interested parties in the public, private, and academic sectors
* Educate employees on climate change and help develop internal programs
* Conduct research to determine best practices and to gather information to guide decision making processes
* Develop and prepare reports/plans and assist in reviewing environmental data and metrics in reports and other communications tools
* Lead and facilitate developing opportunity investigations on key environmental and climate action improvements
* Participate in internal and external meetings and provide technical support and information on climate risk, action and resilience efforts to staff and project teams
* Keep up to date with the latest research developments
* Adjust project planning based on market and environmental conditions and/or changes
* Additional related duties as assigned

**Core Competencies**

* Outstanding communication and leadership skills
* Superior interpersonal skills including ability to work effectively in a team environment
* Strong organizational and time management skills
* Great analytical and problem solving skills
* Excellent attention to detail and ability to meet deadlines
* Ability to create connections, trust, and shared meaning with individuals and groups and maintain good working relationships with internal and external partners
* Ability to synthesize and interpret complex concepts and data, and think analytically
* Ability to develop strategies and plans
* Passion for climate change and nature conservation

**Qualifications**

* Post-secondary in Environmental Science or equivalent required (a focus on climate change is preferred)
* XX years experience in climate-related and environmental risks topics is required
* Experience in working with the public on the development and implementation of community programs an asset
* Understanding of the program development process and how to implement new initiatives (including planning, costing, team building, implementation strategies, and building in feedback and evaluation techniques) an asset
* Familiarity with (Insert software) is an asset

**Working Conditions**

* The standard work week for this position is XX hours.
* The standard business hours for this position are from <insert time> to <insert time>; Monday to Friday.
* Overtime and hours worked outside of the standard work schedule may be required, including some evenings as needed.
* Some travel may be required.
* This position is on site/hybrid/remote.