

Green Infrastructure Program Lead

Job Posting



DATE POSTED: 26 June 2023

EMPLOYMENT: Permanent. Minimum 30 hours/week (0.8 FTE) with the opportunity to work up to 37.5 hours/week (1.0 FTE)

SALARY RANGE: \$55,000 – 60,000 per year (based on 1.0FTE), Remote Work Stipend, Benefits, Generous Vacation

LOCATION: Work-from-home, anywhere in Canada. Must be able to work within GCC's core working hours of 11am-3pm ET

APPLICATION DEADLINE: 17 July 2023, 5 pm ET

START DATE: 14 August 2023 (negotiable)

Organizational Background:

Sustainable and climate-ready communities are urgently needed. GCC has been leading a community-based climate action movement for more than 25 years, working together with our members from across the country to advance transformative, equitable, and lasting change. As a membership-based organization, our mission is to connect community-based climate action groups through a national network to share resources, co-design innovative programming, and elevate the collective impact of GCC members. GCC's current program areas of focus are home energy efficiency, green infrastructure, and sustainable transportation.

The Position:

Are you a passionate, self-directed professional with project management experience looking to join a thriving national environmental non-profit? Join our team as GCC's new Green Infrastructure Program Lead. Green infrastructure is a key nature-based solution to climate change, providing many co-benefits to communities from supporting mental health to building resilience to extreme weather like floods and urban heat. GCC's green infrastructure programs support communities across Canada with tools and processes to transform landscapes by advancing equitable, abundant, and thriving green infrastructure.

As the Green Infrastructure Program Lead, you will work alongside the Green Infrastructure Program Coordinator and Director to implement programs such as the Living Cities Canada Fund, and National Mini Forest Initiative. You'll also work on many aspects of program development and implementation, with the opportunity to contribute your own ideas and creativity to shape new program directions and strategies.

 705.745.7479  info@greencommunitiescanada.org  1545 Monaghan Rd, Peterborough ON K9J 5N3

www.greencommunitiescanada.org

The Green Infrastructure Program Lead reports directly to the Director of Green Infrastructure.

Key Responsibilities:

1. **Program Delivery (50%)**
 - Direct management of GI Action Projects, including project administration, training, community support, and evaluation (Mini-Forests, Depave, Living Cities), delegating to other staff, as necessary.
 - Schedule regular communications and community of practice meetings with delivery partners.
 - Manage delivery contracts and ensure partners are meeting deliverables.
 - Track metrics for reporting, evaluate program impact, and complete reports for funders.
2. **Communications (15%)**
 - Lead communications with project partners and members.
 - Collaborate with the Director, Project Coordinator, and Communications Coordinator to develop materials for the website, blog, and social media.
3. **Fund Development, Budgeting and Reporting (15%)**
 - Lead/Support funding applications in collaboration with the ED & Director.
 - Lead/Support funder communication and reporting, in collaboration with the ED & Director.
 - Oversee budgets for GI Action Projects, including non-staffing expenses related to project delivery.
4. **Internal Communication and Coordination (20%)**
 - Collaborate with the Director, using communications/project management tools, to track ongoing tasks and deliverables.
 - Active participation in organizational meetings, including but not limited to staff meetings and program development meetings.
 - Contribute to development of organizational processes, policies, and internal structures.
 - Identify potential project areas or training opportunities for the GI Department.

Qualifications & Attributes:

- An undergraduate and/or master's degree in an environmental discipline, or comparable relevant experience.
- General knowledge of green infrastructure policies, programs, and principles.
- 3+ years' experience coordinating community-based environmental programming.
- 2+ years' experience managing complex projects with multiple stakeholders and partners, and competing timelines (e.g. municipal, public, academic, NGO partners). Experience leading GI projects such as rain gardens, depaves, or planting events is an asset.
- Confident, compassionate, and proactive communicator.
- Ability to work both independently and as part of a team.
- Experience writing grants or supporting fund development activities.
- Experiencing managing contracts is an asset.
- Competency across various online and digital platforms (e.g. Outlook, Zoom, Trello, Canva). Experience using design software considered an asset.
- Excellent English language skills; French language competency considered an asset.
- Experience working with First Nations and an understanding of Indigenous Traditional Knowledge is an asset.

- Understanding of principles related to justice, equity, diversity, and inclusion (JEDI); experience supporting or implementing programs with a strong JEDI component would be considered an asset.

How to Apply:

Qualified candidates are invited to submit the following materials in a single PDF file to info@greencommunitiescanada.org with the subject line “Green Infrastructure Program Lead”, by July 17, 5 pm ET:

- Cover letter (1 page maximum)
- CV (2 pages maximum)

We sincerely thank all applicants; however, we will only be able to personally contact those selected for an interview.

Green Communities Canada invites applications from all qualified individuals. We know that there are systemic barriers to employment, and that this limits real and perceived experience for many groups. If you possess approximately 80 percent of the essential experience/qualifications, we encourage you to apply. GCC is committed to employment equity and diversity in the workplace. As part of our commitment to racial justice and reconciliation, GCC is actively encouraging Black, Indigenous, and People of Colour candidates to apply for this position. We welcome and encourage applications from people with disabilities and people of any sexual orientation or gender identity. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Green Communities Canada acknowledges the many treaty and traditional territories of Indigenous Nations throughout Canada. We are grateful for the continued work of many First Nations, Métis, and Inuit peoples who are the original caretakers of the Land and Waters. In our work as environmental leaders, we have a responsibility to respect Indigenous perspectives and elevate Indigenous voices.

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