

## EDI Project Manager Job Posting

**DATE POSTED:** 12 July 2023

**EMPLOYMENT:** 11-month full-time employment (37.5 hours/week; with flexibility in work schedule).

**SALARY RANGE:** \$65,000 – \$67,000 per year (based on 1.0FTE), Remote Work Stipend, Benefits, Generous Vacation, Flexible Holidays

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

**APPLICATION DEADLINE:** 9 August 2023, 5 pm ET

**START DATE:** As soon as possible

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### Organizational Background:

Sustainable and climate-ready communities are needed. [Green Communities Canada](#) (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 charitable 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.

Fundamentally, we believe our model, which honours, mobilizes, and builds the knowledge and capacity found within communities, is and should be rooted in an environmental justice framework. We understand the climate crisis is also a crisis of inequity and disparity. Through our work, we commit to a path that is inclusive, humble, and contributes to reconciliation through action.

### The Position:

GCC seeks a dynamic and compassionate EDI Project Manager to lead our funded initiative *Acting Together on EDI and Reconciliation: An Environmental Non-Profit Collaboration*.

Your work will enable 20 environmental non-profit organizations to advance their commitment to EDI and reconciliation through a shared, facilitated process that supports (1) internal strategy creation, (2) group training, (3) network-wide resource development, and (4) collective accountability monitoring. Doing this work builds our network's capacity to accelerate justice-focused climate solutions that are led by and engage those who are most affected.

In our 2022 Strategic Plan, we articulated our commitment to reconciliation, anti-oppression, and environmental justice, and emphasized the need for this to be reflected in our approach, structures, and interactions at all levels. In our EDI Strategy, we deepened our commitment to investing in projects that build our collective capacity to advance EDI and reconciliation. To achieve this, we initiated this project with our members to ensure we grow together. This project is supported by senior leadership at GCC and all participating organizations.

## **Primary Responsibilities:**

### **Project Management (45%)**

- Co-develop a work plan to meet project deliverables and support measurable change
- Lead implementation of this project, by:
  - Facilitating peer learning opportunities for participating organizations
  - Developing and sharing resources to encourage critical reflection and action
  - Supporting participating organizations to develop or advance EDI strategies
  - Co-establishing shared tools and frameworks that support accountability
- Foster effective teamwork and communication among participating organizations
- Engage directly with participating organizations to provide one-on-one support
- Lead program evaluation, engaging with participating organizations and consultants

### **Training and Community of Practice Coordination (CoP) (20%)**

- Work with project consultants to determine training delivery approaches and outcomes
- Lead CoP coordination, including scheduling, meeting administration, and follow-up
- Co-lead training and CoP sessions in collaboration with project consultants

### **Management of Consultants (15%)**

- Support hiring, contracting, and oversight of project consultants, establishing clear roles, deliverables, and approaches to ensure consistent communication
- Engage regularly with consultants to advance and monitor progress on the work plan, adapting our approach as needed

### **Funder Relations and Reporting (10%)**

- In collaboration with the ED, support funder relations and reporting
- Pursue opportunities to build new partnerships and deepen this work

### **Organizational Leadership (10%)**

- Serve as an internal EDI subject matter expert within GCC
- Share resources, learnings, and opportunities for development with GCC's staff, deepening our own EDI processes, practices, and approaches to accountability
- Contribute to the ongoing development, implementation, and monitoring of GCC's Strategic Plan and EDI Strategy, which are both advanced by this project

**Qualifications & Attributes:**

- Knowledge of and practical experience in advancing justice, equity, diversity, inclusion, and reconciliation principles, approaches, and best practices in the non-profit and/or environmental sector
- Lived experience navigating the intersecting systems of inequity and oppression that impact under-represented groups in this sector
- Understanding of Indigenous Traditional Knowledge and practices and/or experience working with FNMI communities
- Commitment to building long-term relationships between key partners
- An attentive and compassionate approach that invites people into climate justice work, and to approach all work through an equity lens
- Three or more years of project management experience
- Comfort and ability to work across different technologies in an online environment
- Multilingualism is considered a strong asset

**How to Apply:**

Qualified candidates are invited to submit the following materials in a single PDF file to [info@greencommunitiescanada.org](mailto:info@greencommunitiescanada.org) with the subject line “EDI Project Manager”:

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

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

*GCC invites applications from all qualified individuals. 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 also encourage applications from candidates who have recently immigrated, and value professional experiences gained outside of Canada. We welcome 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.*

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.