

Lead, Sustainable Mobility

Job Posting

DATE POSTED: 16 January 2024

EMPLOYMENT: 12-month contract with possibility for extension. 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 1.0 FTE), 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: 4 February 2024, 11:59 pm ET

START DATE: 4 March 2024 (negotiable)

Organizational Background:

Sustainable and climate-ready communities are urgently 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 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 sustainable mobility, home energy efficiency, green infrastructure, and equity, diversity, and inclusion.

The Position:

GCC is seeking a program Lead to join our Sustainable Mobility team, working under the direct supervision of the Director, Sustainable Mobility. Sustainable Mobility programming at GCC includes the delivery of School Travel Planning, School Streets, and the Canadian Electric School Bus Alliance (CESBA). The Lead will primarily focus on CESBA, coordinating alliance activities and leading a research project on the equitable distribution of electric school buses across Canada.

Key Responsibilities:

1. Program Delivery (40%)

- Lead project planning and administration activities in collaboration with project partners;
- Support and maintain relationships with the network of stakeholders involved in school bus electrification, including alliance members, regional representatives, and additional partners;

- Coordinate knowledge transfer activities, such as hosting alliance meetings, publishing relevant resources, delivering public events, etc.;
- Support advocacy efforts through coalitions, meetings, and additional activities related to policy and government relations;
- Track metrics for reporting, evaluate program impact, and provide relevant updates to funders;
- Manage sub-contracts and ensure all project deliverables are being met; and
- Support program development through new collaborations, projects, and funding sources.

2. Research (40%)

- Lead the research project related to equity and electric school buses in accordance with the work plan;
- Coordinate with external partners, relevant sub-contractors, and community stakeholders to fulfill research deliverables; and
- Lead dissemination activities to share the research findings widely.

3. Communications (15%)

- Lead communications with project partners and members, including monitoring news, developing media releases, updating online resource library, sending emails, maintaining webpages, preparing blogs, and drafting social media posts;
- Represent GCC and CESBA in the media, at professional conferences, or other relevant public events; and
- Contribute to the creation of mobility-related website pages, news items, resources, and posts for GCC platforms, in collaboration with the Communications Lead.

4. Internal Coordination (5%)

- Provide timely responses via email and Teams with colleagues, and engage in relevant team building activities;
- Attend and participate in scheduled staff, department, and coordination meetings, along with relevant networks and coalitions; and
- Support the advancement of key organizational priorities, such as those outlined in the Strategic Plan and associated policies, procedures, and strategies.

Qualifications & Attributes:

- An undergraduate and/or master's degree in an environmental or transportation-related discipline, or comparable fields of study;
- 3+ years' experience coordinating community-based environmental programming, with experience managing complex projects with multiple stakeholders and partners (e.g., government, academic, NGO, industry partners);

- Knowledge of sustainable mobility principles and best practices, and an advanced understanding of how mobility intersects with justice, equity, diversity, and inclusion;
- Confident, compassionate, and proactive communicator;
- Ability to work both independently and as part of a team;
- Competency across various digital platforms (e.g. Outlook, Teams, Zoom); and
- Experience supporting fund development and reporting activities.

Additional Assets:

- 2+ years' experience conducting qualitative/quantitative data collection and analysis, with application to equity and electric mobility;
- Experience working with First Nations and an understanding of Indigenous Traditional Knowledge;
- Proficiency in French and/or additional languages; and
- Basic to intermediate experience with graphic design software (Adobe Illustrator, InDesign, Canva, etc.).

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 "Lead, Sustainable Mobility", by February 4, 11:59 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.