

Manager, Sustainable Mobility

Job Posting

DATE POSTED: 17 September 2024

EMPLOYMENT: 12-month contract with possibility for extension.

SALARY RANGE: \$65,000 – \$70,000 per year (based on 1.0 FTE)

BENEFITS: Remote Work Stipend, Health Benefits, Generous Vacation, Paid Office Closure, 4-Day Work Week Pilot.

LOCATION: Greater Toronto Area. Work-from-home, with some in-person work required in Toronto.

APPLICATION DEADLINE: 6 October 2024, 11:59 pm ET

START DATE: 12 November 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 Manager 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 (STP), the National Active School Streets Initiative, and the Canadian Electric School Bus Alliance (CESBA). The Manager will primarily focus on managing the delivery of STP in Toronto, while also providing direct support to program Leads working on School Streets and CESBA, along with additional projects.

Key Responsibilities:

Program Specific -

1. School Travel Planning (40%)

- Manage the delivery of the STP program in collaboration with the School Travel Planners and in accordance with the work plan;

- Strategically advance the program's impact through resource development, knowledge mobilization, community engagement, and more;
- Provide ongoing support to the School Travel Planners and deliver in-person assistance; and
- Implement the six-phased approach of STP at assigned schools, as applicable.

Across All Programs -

2. Program Planning & Delivery (30%)

- Work collaboratively with the Director and Leads to plan, implement, and sustain successful and innovative programs;
- Oversee project management tools and processes, and deliver relevant progress updates to funders;
- Actively engage with program partners to maintain positive working relationships;
- Work with the Director and Finance Director to manage budgets for programs and projects; and
- Ensure compliance with all funding agreements and reporting deadlines.

3. Program Development (15%)

- Work collaboratively with the Director to identify strategic opportunities for new funding, partnerships, and programs; and
- Support new proposals and/or grant applications.

4. Communications (10%)

- Contribute to the creation of mobility-related website pages, news items, resources, emails, and social media posts for GCC platforms, in collaboration with the Communications Team.

5. 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, coordination, and check-in meetings, along with relevant networks and coalitions; and
- Support the advancement of key organization 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, or equivalent experience;
- Knowledge of sustainable mobility principles and best practices, and an advanced understanding of how mobility intersects with justice, equity, diversity, and inclusion;

- 5+ years of experience coordinating community-based environmental programming, with experience managing complex projects with multiple actors and partners (e.g., government, academic, NGO, industry partners);
- Experience in effectively managing and mentoring staff teams;
- Experience supporting fund development (e.g., grants and proposals), budgeting, and reporting activities;
- Experience leading in-person engagements/consultations, facilitating large virtual meetings, and delivering presentations;
- Strong interpersonal and communication skills; and
- Competency across various digital platforms (e.g. Outlook, Teams, Zoom).

Additional Assets:

- Knowledge of active and sustainable school travel initiatives;
- Experience working in a school/educational environment;
- Experience in policy, government relations, and advocacy;
- Experience in data collection, analysis, and report development;
- Experience in event planning and delivery;
- Proficiency in French and/or additional languages;
- Proficiency with project management software (Trello);
- Proficiency with Geographic Information System (GIS) software; and
- Proficiency 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 “Manager, Sustainable Mobility”, by October 6, 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.

4-Day Work Week Pilot:

GCC is piloting a 4-Day Work Week until December 31, 2024, with the potential of being made permanent in 2025. Read more about the pilot in our article [Green Communities Canada Pilots a Four-Day Work Week!](#)

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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