

Green Infrastructure Policy Lead

– Bilingual Position

Job Posting

EMPLOYMENT: Permanent full-time, 1.0 FTE (currently on a four-day work week trial, pending board approval, until March 2025).

SALARY RANGE: \$60,000-65,000 per year, Remote Work Stipend, Health Benefits, Generous Vacation, Flexible Holidays

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

APPLICATION DEADLINE: 2 February 2025, 5 pm ET

START DATE: Late February

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 home energy efficiency, green infrastructure, and sustainable transportation.

The Position:

Are you a passionate, self-directed professional with excellent project management experience, and a deep well of knowledge relating to green infrastructure policy looking to join a thriving national environmental non-profit? Join our team as GCC's new Green Infrastructure Policy 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 Policy Lead, you will work alongside the Green Infrastructure Director, Implementation Lead, and Coordinator to deliver key program. These programs are geared towards mobilizing municipal capacity for climate adaptation with green infrastructure. You'll also work on many aspects of program development and implementation, with the opportunity to contribute your own ideas and creativity to shape directions and strategies.

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

Key Responsibilities:

1. Bilingual Program Delivery (50%)

- Direct management of the “Mobilize” stream of our Living Cities Canada Fund, including project administration, training, community support, and evaluation, delegating to other staff, as necessary – this program includes both English and French policy training cohorts. Delivery of French program is overseen and supported by GCC but primarily executed by a partnering organization.
- 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 with support from the Director of Green Infrastructure.

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 Executive Director and Director of Green Infrastructure.
- Lead/Support funder communication and reporting, in collaboration with the Executive Director and Director of Green Infrastructure.
- Oversee budgets for Mobilize 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 Green Infrastructure Department.

Qualifications & Attributes:

- An undergraduate and/or master's degree in an environmental discipline, or comparable relevant experience.
- In depth knowledge of green infrastructure policies, programs, and principles.
- 5+ years of experience coordinating community-based environmental programming.
- 5+ years of experience managing complex projects with multiple stakeholders and partners, and competing timelines (e.g. municipal, public, academic, NGO partners). Experience leading Green Infrastructure 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.
- Strong experience writing grants or supporting fund development activities.
- Experience managing complex budgets with robust grant reporting requirements.
- 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; Oral and written French language competency is required; this role will be supporting a fully bilingual project, supported by a Quebec-based delivery partner.
- 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 Policy Lead”, by 2 February 2025, 5 pm ET:

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

Please submit your application in English – interviews will include questions in both English and French.

We sincerely thank all applicants. We will only be able to 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, as this information is used to positively influence selection.***

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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