



JOB TITLE: Network Coordinator

LOCATION: Anywhere in Alberta, Saskatchewan, or Manitoba (Position works remotely)

BACKGROUND

ClimateWest is a regional climate services organization formally established with the support of the Canadian Centre for Climate Services (CCCS) and the Governments of Alberta, Manitoba and Saskatchewan in collaboration with three founding partner organizations: the University of Regina's Prairie Adaptation Research Collaborative (PARC), the University of Winnipeg's Prairie Climate Centre (PCC), and the International Institute for Sustainable Development (IISD). ClimateWest identifies and provides regional climate services to all orders of government, including Indigenous governments, as well as not-for-profit organizations, the private sector and civil society throughout Alberta, Saskatchewan, and Manitoba. ClimateWest's goals are to increase capacity and understanding regarding a changing climate and to support region-wide efforts to adapt to these changes. To learn more, please visit www.climatewest.ca.

GENERAL

ClimateWest is seeking an outgoing, motivated, and highly organized individual with knowledge of climate change adaptation to serve as its Network Coordinator. As a newer non-profit, you are joining a small team that demands creativity, flexibility, and the ability to get things done. It is an exciting opportunity to play a role in building ClimateWest and advancing climate resilience across a diverse region.

The Network Coordinator will work closely with ClimateWest's Executive Director to manage projects and deliver products as directed by the Board to provide regional climate services under ClimateWest's four strategic directions: Training & Capacity Building; Data Access & Communication; Risk Management & Adaptation Planning; and Network Facilitation.

The ideal candidate will be an excellent communicator, planner, organizer, and multi-tasker with knowledge of climate adaptation, climate data, climate communications, climate economics and/or climate risk and vulnerability assessments.

SPECIFIC RESPONSIBILITIES

The Network Coordinator will be responsible for the following tasks.

Training & Capacity Building

- Organize and facilitate informative webinars and peer learning events.
- Track, promote, and identify strategies to expand on existing climate adaptation professional development offerings.
- Identify gaps and collaborate with individuals within and outside of ClimateWest to design training opportunities relevant to climate adaptation in AB, SK, and MB.

Data Access & Communication

- Synthesize and communicate existing climate data, research, and reports in plain language for use by various audiences.
- Highlight opportunities to profile Indigenous knowledge in the context of climate adaptation planning and implementation.

Risk Management & Adaptation Planning

- Work with partners to identify and/or build tools to help others understand and explain climate data, assess climate risks, and develop strategies and plans to address them.
- Identify the needs of diverse sectors, communities, and organizations in terms of increasing their understanding of climate change risks and capacities to build resilience.

Network Facilitation

- Assist the Executive Director in building relationships and explaining the role of the organization to establish ClimateWest as a trusted source of information and advice in AB, SK, and MB.
- Support ClimateWest's Executive Director in the development and maintenance of a network of organizations—including individuals from governments (federal, provincial, and municipal), Indigenous governments, communities, academia, the private sector, non-profit organizations, and others—working to advance various components of climate resiliency in the Prairie provinces.
- Build understanding and track the role of various organizations and individuals operating in the climate resiliency space. Identify efficiencies and facilitate connections to advance climate resiliency in the three provinces.
- Represent ClimateWest at a variety of meetings and informational and educational venues and events.

- Further ClimateWest’s strategic goals by identifying collaboration opportunities with other organizations.

Organizational Operations

- Facilitate regular meetings of partners, set agendas, prepare minutes, and track action items.
- Write contracts for projects, track progress of workplans, and prepare summary reports.
- Write progress reports as required by funders.
- Track grant opportunities and write grant applications.
- Support the Executive Director with administrative support as required. For example, development of policies, conducting expense reporting, etc.
- Assist with technical and software requirements including webinars, surveys and other tools, as required.

COMPETENCY PROFILE

The ideal candidate will bring to the position the following set of competencies:

Knowledge and Experience

- Knowledge of climate data, climate modeling, climate risk management, and/or climate change adaptation, particularly as it pertains to AB, SK, and MB.
- Familiarity with the physical and human geography across the three provinces.
- Experience working with a broad range of groups, sectors, organizations, and cultures in a network environment.
- Experience facilitating meetings and communication forums, both in person and on-line, where the audience will have a range of backgrounds and interests.
- Basic communications techniques in support of information campaigns.
- Experience in leading the development of webinars, training, workshops or other capacity-building activities.

Skills

- Demonstrated organizational planning skills, including ability to coordinate meetings and events.
- Excellent writing skills and strong oral communication skills.
- Strong interpersonal and networking skills.
- Ability to reflect and reframe a diverse range of interests, to summarize common objectives, and build consensus will be considered an asset.
- Computer literacy in the Google suite and Microsoft Office applications, knowledge of database packages, and experience in web-based communications.
- Results-focused, with an ability to manage multiple priorities and to work quickly and accurately under tight deadlines.

Attributes

- Approachable and inclusive
- Efficient at working autonomously and remotely
- Comfortable with ambiguity and problem solving that is often the hallmark of new environments
- Passionate about making a difference

QUALIFICATIONS

The Candidate should possess the following qualifications:

- A minimum of a bachelor's degree or equivalent in a related field such as environmental or climate science, environmental or climate policy, or sustainable community development. A masters degree and/or an educational focus on climate resiliency or climate action would be considered an asset.
- 3+ years of experience working in an area relevant to the mandate of climate action, particularly preparing for the impacts of climate change.
- Fluent in written and spoken English; the ability to work (read, write, speak) in French is considered an asset.
- Must be currently eligible to work in Canada.

Please note, the qualifications and experience listed indicate what is needed to succeed in the position. We understand candidates may not have all the experience and qualifications listed. If you possess 75% or more of the qualifications listed, then we encourage you to apply.

Location: ClimateWest's office is located in Winnipeg. Remote virtual work from anywhere in Alberta, Saskatchewan, or Manitoba may be accommodated for the ideal candidate.

Reporting Relationship: This position reports to the Executive Director.

How to Apply: Please send a cover letter and resume to: admin@climategwest.ca

Closing Date: November 14, 2022

Salary: \$51,240 to \$64,050.

Job Status: Full-time employment

All submissions must be in English. ClimateWest strives to build a team that reflects the diversity of the communities who call the Prairies home. We encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQIA2S+, veterans, and people with disabilities. If we can make this easier through accommodation in the recruitment process, please reach out.

Candidates must hold appropriate work authorization for Canada. Only those candidates we wish to interview will be contacted. Resumes will be kept on file for one year.