



**Job Title:** Network Coordinator

**Location:** This position is remote from anywhere in Alberta, Saskatchewan, or Manitoba. Workspace is available at the ClimateWest office in Winnipeg and in Regina.

**Salary:** \$60,000 to \$75,000

**Benefits:** Health benefits and pension plan

**Job Status:** Full-time employment

**Hours:** Full-time (37.5 hours per week). Some evening and weekend work may be required.

**Reporting Relationship:** This position reports to the Executive Director

## **BACKGROUND**

ClimateWest is a regional climate services organization supported by Environment and Climate Change Canada's Canadian Centre for Climate Services (CCCS) and the Governments of Alberta, Saskatchewan and Manitoba. ClimateWest's goals are to increase capacity and understanding about the changing climate and to support region-wide efforts to adapt to these changes.

ClimateWest's mandate is to provide regional climate adaptation information and services tailored to specific audiences. ClimateWest's audiences include Indigenous and non-Indigenous governments, not-for-profit and other organizations, the private sector and civil society throughout Alberta, Saskatchewan, and Manitoba. To learn more, please visit [www.climatewest.ca](http://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 the Executive Director to continue to build ClimateWest's network, manage projects and events, and provide climate adaptation guidance in four service areas: Network Facilitation; Training & Capacity Building; Communications; and Risk Management & Adaptation Planning.

The ideal candidate will be an excellent communicator, planner, organizer, and multi-tasker with knowledge and/or familiarity with:

- climate adaptation, climate data, climate communications, climate economics and/or climate risk and vulnerability assessments;
- Indigenous worldview as it relates to climate adaptation and resilience- building; and
- regional, provincial and federal organizations that work in the climate resilience space, and familiarity with their strategies, actions and indicators.

## **SPECIFIC RESPONSIBILITIES**

The Network Coordinator will be responsible for the following tasks.

### **Network Building**

- Build relationships and explain the role of ClimateWest to establish the organization as a trusted source of information and advice in Alberta, Saskatchewan, and Manitoba.
- 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 and organizations, 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 organizations and individuals operating in the climate resiliency space. Recommend and implement tools or tracking systems to manage contacts and linkages.
- 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.
- Deliver presentations about ClimateWest for organizations or at events as required.
- Create opportunities for networking meetings in areas of strategic importance.
- Facilitate meetings to identify areas of common interest with ClimateWest.
- Further ClimateWest's strategic goals by identifying collaboration opportunities with other organizations.

## **Training & Capacity Building**

- Organize and facilitate informative webinars and peer learning events.
- Project management within pre-approved budgets e.g. planning and delivering workshops.
- Track, promote, and identify strategies to expand on existing climate adaptation professional development offerings.
- Identify gaps and collaborate with organizations to design training opportunities relevant to climate adaptation in Alberta, Saskatchewan, and Manitoba.

## **Communications**

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

## **Project Management and Operational Support**

- Facilitate project team or planning committee meetings as required, 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, workshop reports, project reports and other reports and summaries as required.
- Track grant opportunities and write grant applications.
- Support the Executive Director with organizational development support as required. For example, research and draft policies, streamline processes for project reporting, etc.
- Assist with technical and software requirements including webinars, surveys and other tools, as required.
- Organize events and track expenses within budget. Manage logistics, catering, venue contracts.

## 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 or resilience, particularly as it pertains to Alberta, Saskatchewan, and Manitoba.
- 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.
- 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 project management, organization and facilitation 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, relationship-building and networking skills.
- Meeting facilitation with various stakeholders and Rights Holders to identify common ground and advance goals.
- Respectful approach to weaving Indigenous knowledges into committee and team work.
- Ability to reflect and reframe a diverse range of interests, to summarize common objectives, and build consensus will be considered an asset.
- Results-focused, with an ability to manage multiple priorities and to work quickly and accurately under tight deadlines.
- Computer literacy in the Google suite and Microsoft Office applications, knowledge of database packages, experience in web-based communications and familiarity with online meeting and webinar software.

### Attributes

- Approachable and inclusive
- Efficient at working autonomously and remotely
- Flexible and able to adapt
- Comfortable with ambiguity and problem solving that is often the hallmark of new environments
- Passionate about building climate resilience in the Prairie provinces

## 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, or similar; a masters degree and/or an educational focus on climate resiliency or climate action would be considered an asset.
- Training or experience in climate justice and/or equity, diversity and inclusion is an asset.
- Minimum of five years of experience working in an area relevant to climate resilience, network building, project management, and/or preparing for the impacts of climate change.
- Fluent in written and spoken English; the ability to work in French is considered an asset.
- Must have a valid driver's licence. Travel may be required to a few in-person events per year.

Please note, the qualifications and experience listed indicate what is desired to advance ClimateWest's mandate. 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.

**How to Apply:** Please send a cover letter and resume to: [admin@climatewest.ca](mailto:admin@climatewest.ca)

**Closing Date:** April 8, 2024

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 and persons with disabilities. If we can make the process 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.