



Job Title: Project 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.

GENERAL

ClimateWest is seeking an outgoing, motivated, and highly organized individual with knowledge of public engagement, communications and climate change resilience to serve as its Project 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 Project Coordinator will work closely with the Executive Director and project teams to implement communication and engagement projects, workshops, meetings and consultation with a wide audience in Alberta, Saskatchewan and Manitoba. The Project Coordinator, with the support of an Indigenous engagement consultant, will set up meetings, communications and engagement with Indigenous communities and organizations in Alberta, Saskatchewan and Manitoba.

SPECIFIC RESPONSIBILITIES

The Project Coordinator will be responsible for the following tasks.

Project Management

- Manage climate project communications and engagement within pre-approved deliverables, timelines and budget.
- Facilitate project team or planning committee meetings as required, set agendas, prepare minutes, and track action items.
- Develop 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.

Event Management

- Organize events and track expenses within budget. Manage logistics, catering, venue contracts.
- Organize and facilitate informative webinars and peer learning events.
- Facilitate organizing committee and advisory committees to gather input to meet desired goals.
- Assist with technical and software requirements including webinars, surveys and other tools, as required.

Indigenous Engagement and Operational Support

- Communicate and collaborate with Indigenous governments and organizations to enhance the effectiveness of meetings and projects that weave together Indigenous and Western knowledges and ways of being.
- Identify opportunities for ClimateWest to enhance operations in line with Indigenous Rights and principles.

- Track, promote, and identify strategies to enhance existing engagement processes.
- Support the Executive Director with administrative and organizational development support as required. For example, research and draft policies, streamlining processes for project reporting, etc.

Communication and Engagement

- Synthesize and communicate engagement processes and climate resilience content, in plain language for use by various audiences.
- Highlight opportunities to profile Indigenous knowledges in the context of climate resilience.
- Identify the needs of diverse sectors, communities, and organizations to build understanding of climate change risks, opportunities and capacities to build resilience.
- Further ClimateWest's goals by identifying collaboration opportunities with other organizations.
- 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 information and presentations about ClimateWest or at meetings or events as required.

COMPETENCY PROFILE

Knowledge and Experience

The ideal candidate will be an excellent communicator, planner, organizer, and multi-tasker and be familiar with:

- Communications, engagement and/or facilitation best-practices to enhance effectiveness of capacity-building, knowledge sharing and/or consensus building to develop recommendations and knowledge products that incorporate diverse input;
- The physical and human geography across the three provinces;
- Climate communications best practices;
- Indigenous worldview as it relates to climate adaptation and resilience-building;
- Diversity, equity and inclusion good practices in non-profits and governments; and
- Working with a broad range of groups, sectors, organizations, and cultures in an inclusive environment.

Skills

- Strong organizational skills and demonstrated project and event management skills.

- Strong interpersonal and relationship-building skills.
- Excellent writing skills and strong oral communication skills.
- 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, and experience in web-based communications.
- The ability to reflect and reframe a diverse range of interests, to summarize common objectives, and build consensus will be considered an asset.

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 inclusive equitable processes and a climate resilient future for 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 communications, public policy, environmental or climate science, or sustainable community development, or similar. A master's degree and/or an educational focus on Indigenous engagement, consultation, climate resiliency or climate action would be considered an asset.
- Minimum five years of experience working in an area relevant to the mandate of engagement, diversity, equity and inclusion and/or environmental or climate action.
- 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 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.

How to Apply: Please send a cover letter and resume to: 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.