

ClimateActionWR Community Engagement Coordinator

Cutting-edge community climate action program in Waterloo Region is seeking a highly driven and organized coordinator to spread awareness of our newly launched community climate action strategy (*TransformWR*), engage community members in the implementation of the strategy, and help lead the improvement of our built community and natural environment on its journey into a low-carbon future. You must have a passion for community-based engagement, climate action, and improving environmental sustainability.

ClimateActionWR is a collaboration between local organizations, community members, and municipalities in Waterloo Region focused on climate change mitigation, and is led by Reep Green Solutions (Reep) and Sustainable Waterloo Region (SWR). It coordinates the activities of Waterloo Region's community climate action strategies – establishing cross-sector dialogue, facilitating collaborative opportunities, and monitoring and measuring progress towards achieving our community's greenhouse gas (GHG) emission reduction target.

In June 2021, ClimateActionWR completed the development of our community's long-term climate action strategy, *TransformWR*, which was endorsed by all eight municipalities in Waterloo region. This work outlines a long term strategy to achieve an 80% reduction in GHG emissions by 2050 (80by50), and 78 local action items to reduce emissions 30% by 2030. ClimateActionWR is now working to support the community in the implementation of the strategy, building capacity for our municipalities, and engaging the broader community in the work and to take action.

As the Community Engagement Coordinator you would fulfill the following roles to support our community in achieving our 80by50 goal and increase sustainability across Waterloo Region:

- Support internal and external communications related to engaging the community in the TransformWR community climate action strategy, including:
 - Designing, coordinating, and implementing the Street Team Campaign (subject to change based on current COVID guidelines);
 - Supporting the design and implementation of a community engagement campaign related to the implementation of the TransformWR strategy;
 - Giving presentations and meeting with community stakeholders;
 - Developing written communications materials such as presentations, sector-specific resources, blog posts, social media content etc;
 - Conducting outreach to build relationship with local groups and organizations;
 - Developing agendas, recording discussions, taking minutes for meetings and workshops as necessary;
 - Reviewing community engagement activities for opportunities to improve and address gaps in our resources and communications.
- Act as a liaison between the Plan Manager and other stakeholders of ClimateActionWR;
- Create momentum, and drive change toward a low carbon future;
- Other tasks to support ClimateActionWR, as required.

As a strong candidate for this role, you have the following skills, attributes, and experience:

- Strong desire and passion for building relationships in the community and engaging with community members;

- Demonstrated passion for community-based leadership, taking climate action, and improving environmental sustainability in Waterloo Region;
- Strong presentation skills, comfortable public speaking to a variety of audiences;
- Excellent relationship management, event planning, and interpersonal skills;
- Ability to prioritize in a fast-paced multi-priority environment, respond quickly to changing expectations, and report back on tasks completed;
- Strong ability to work independently;
- Excellent problem-solving skills;
- Detail oriented work ethic;
- Proven leadership skills and experience working collaboratively with a mix of staff and volunteers;
- Strong working knowledge of both Google Suite and Microsoft Office.

The following skills are considered strong assets:

- Knowledge of sustainability justice and equity as it relates to climate action planning and implementation;
- Graphic design, marketing, and/or community-based social marketing (CBSM) skills or experience;
- Experience managing/coordinating volunteers;
- Experience writing informative, educational and promotional content for websites, press releases, and social media;
- Knowledge of or experience working with existing local programs and climate action efforts in Waterloo Region.

Requirements:

This position is dependent upon funding approval from Canada Summer Jobs program. Applicants **must** meet the following criteria:

- Participants must be aged 30 and under
- Applicant must be a Canadian citizen, permanent resident or hold refugee status in Canada

Work Location: In consideration of COVID-19 restrictions, our organization is currently working from home, with the majority of meetings held virtually. Some travel may be necessary to participate in meetings and activities throughout Waterloo Region, as it relates to this role. If/when work in the office resumes, the Project Coordinator will work between the Reep Green Solutions (Kitchener) and Sustainable Waterloo Region (Waterloo) offices.

To Apply: Send an email with your current resume and cover letter to Taginder at recruitment@sustainablewr.ca. Include the role title and your name in the subject line

Duration: This is an 8-week position. The start date is flexible, but must start by July 9, 2022.

ClimateActionWR is committed to creating an accessible and diverse culture where everyone belongs. We commit to actively working to empower full participation and ensure fair treatment within our organization, for those we serve, and for generations to come. We believe diversity strengthens our organization, and we strongly encourage applications from qualified candidates of any background and lived experience. If you require accommodation, please let us know.