



## **Position Description**

Title:	Climate and Energy Program Manager
Reports to:	CAO
Status:	Full-time 2 Year Term Position
Classification:	Administration
Wage:	\$21-\$25/hour based on experience
Location:	Town Hall, 493 Main Street (and offsite)
Hours:	35 Hours per week; Monday – Friday, 8:30 am – 4:30 pm plus some evenings and weekends

## **Scope:**

The Climate and Energy Program Manager provides leadership directing and coordinating implementation of the Town's Greenhouse Gas Reduction Action Plan and associated climate mitigation and adaptation initiatives. The Manager will work closely with Town staff and partner organizations to design, develop, implement, and evaluate climate and energy projects while conducting related community engagement and outreach to assist in achieving municipal and community carbon emissions reduction goals.

The Climate and Energy Program Manager is responsible for implementing and monitoring progress of action items described in the Greenhouse Gas Reduction Action Plan and for developing new strategies for sustainability, clean energy solutions for residents and businesses, and for promoting existing programs.

The Climate and Energy Program Manager will work under the supervision and report to the Town's Chief Administrative Officer and may occasionally be responsible for direct supervision of interns and volunteers.

## **Qualifications**

### Experience

- Applicants should have at least one year of full-time, or equivalent part-time, experience working in climate and energy related fields (municipal, private company, non-profit, volunteer);
- Community engagement, organizing, canvassing or issue-campaign experience;
- Experience in renewable energy, energy efficiency, or a related field;
- Preference will be given to applicants with a university degree in Engineering, Environmental Studies, Sustainability, Urban Planning or an equivalent.
- A Master's degree in a related field is preferred.

## Skills

- Demonstrated ability to commit to a team-oriented task or project and be able to work independently;
- Quality-consciousness and exceptional attention to detail;
- Strong active listening and communication skills and experience with online communications channels and social media;
- Demonstrated understanding of energy and climate issues in the context of local government;
- Strong prioritizing, time management and organizational skills to manage multiple projects;
- Proficient technical skills and experience with Microsoft Office and document and data management;
- Experience with GIS software considered an asset, but not required.

## General

- Licensed driver with a willingness to travel as needed;
- Ability to walk/stand for up to five hours at a time in unpredictable weather conditions with reasonable accommodation;
- Ability to work offsite and after hours, occasionally on weekends, on an at-need basis and with advance notice;
- Candidates with a strong knowledge of Mahone Bay's neighborhoods will be considered favorably.

## **Summary of Principle Duties and Functions**

- Lead the implementation and monitor progress of the Greenhouse Gas Reduction Action Plan;
- Help develop, organize, and most importantly execute community campaigns and events as needed;
- Coordination and maintenance of data related to natural assets and sustainable asset management;
- Assist in researching and developing renewable energy opportunities for the Town's utility;
- Assist in the development, implementation, and management of climate adaption projects including shoreline adaptation and storm water management;
- Review active transportation initiatives and new proposals to implement feasible network upgrades;
- Serve as the main contact for climate and energy project management including community engagement and responding to community questions;
- Communicate complex climate and energy projects and issues in understandable and engaging ways in one-on-one or group settings, or virtually via social media, phone, and email;
- Work closely with Town staff to develop climate and energy content for factsheets, brochures, posters, web pages, and social media platforms;

- Effectively represent the Town by displaying professionalism and customer service;
- Stay up-to-date on developments that influence climate and energy programs and projects;
- Support Town staff in developing strategies through research, logistical support and a willingness to contribute wherever needed;
- Assist with the creation of goals for programs and projects including intermediate objectives and timelines for achieving them;
- Perform related duties as required.

Please submit your cover letter, resume, and three references (at least one professional reference) to [climate@townofmahonebay.ca](mailto:climate@townofmahonebay.ca) by August 16<sup>th</sup>, 2021 (subject line to include **Climate and Energy Program Manager** in all emails).