

Woolwich Township Job Posting



Date: March 8, 2024
Position: Climate Action and Sustainability Coordinator
Department: Chief Administrative Office
Wage Rate/Grade: \$76,882.00 - \$96,103.00 (Level 5)
Hours of Work: 35 hours per week

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a small-town lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

The CAO's office is seeking one (1) full time Climate Action and Sustainability Coordinator.

Purpose of Position and Profile:

The position will co-ordinate and implement climate action and sustainability initiatives with a focus on climate and energy related projects for the municipality to reduce greenhouse gas emissions and to successfully achieve previously endorsed reduction targets. The position will play a critical role in advancing the Township's efforts to reduce greenhouse gas emissions, reduce energy costs, and promote sustainable practices throughout our operations and community to make real and impactful operational changes that mitigate the adverse effects of municipal operations on the climate.

Responsibilities:

- Under the direction of the Chief Administrative Officer, responsible to provide key strategic leadership, oversight, and coordination to support the Township's corporate and community climate change transition portfolio, and work towards meeting the emission targets and sustainability goals including:
 - Implementing the Transform WR Action Plan and energy management strategies
 - Consult, collaborate and build consensus throughout all departments to implement the 45 climate action transition initiatives through the annual business plan and budget.
 - Assist the Township to become a more resilient and low carbon community
 - Implement changes to Township policies, procedures, fleet, facilities and operations that will lead to GHG reductions, sustained financial savings and impactful change
 - Coordinate training for Council and staff to raise awareness and understanding of our role in climate action
 - Work with all departments, the Region of Waterloo, Sustainable WR, REEP and community partners to build consensus and support for sustainability projects
 - Develop strategies, the annual workplan and associated budget to implement climate action and sustainability initiatives
 - Measure and monitor program effectiveness and communicate the Township's progress in implementing the Transform WR strategy
 - Plan and deliver community Climate Action events in partnership with WoolwichCA
- Research, apply and oversee grant applications leveraging upper levels of government funding for climate action and sustainability initiatives.
- Present quarterly reports to Council on progression towards GHG reduction targets and project implementation
- Lead the Township Green Team Committee and related township initiatives
- Act as a member of various committees, as assigned
- Other duties as assigned

Qualifications, Knowledge, Skills and Work Requirements:

- Degree or Diploma in Planning, Environmental Management, Environmental Studies, Sustainability, or related field
- Knowledge of sustainability principles and practices; experience dealing with climate action initiatives
- Demonstrated knowledge of sustainability and climate change mitigation strategies, statistical analysis, and data management
- Excellent interpersonal and communication skills, strong community collaboration and facilitation skills
- Ability to influence and work within a team environment and with volunteer organizations
- Knowledge of the municipal decision-making process and related legislation
- Excellent computer skills
- Valid Ontario driver's license with a clean driving record and access to a reliable vehicle

Working Conditions:

- Generally works in an office environment at a computer work station
- Flexible hours of work as required, frequent meetings and travel required

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on Monday, April 1, 2024. Please quote job posting 2024-20.**

All applicants are thanked for their interest in this position however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.