

# Job Title: Climate Change Coordinator

Req ID: 22085

Vacancy Type: Temporary

Contract Duration: upto 1 year

Number of Positions: 1

Closing Date: 08/26/2022

## Job Summary

The Environment Section is looking for a creative, dynamic, and experienced individual to support the implementation of the City's Climate Change Action Plan (CCAP). This individual will assist with the development and coordination of projects to support greenhouse gas emissions reductions and climate change adaptation initiatives.

## Duties and Responsibilities

Under the direction of the Supervisor, Climate Change, the successful candidate will:

- Assist with the development and coordination of projects (including work plans and business cases) to support greenhouse gas emissions reductions (e.g., energy efficiency programs) and climate change adaptation initiatives (e.g., natural asset programs)
- Prepare annual greenhouse gas emissions inventory for the corporation and the community
- Analyze internal and external data related to climate change activities and extreme climate events for use in internal and external studies
- Collaborate with staff across the City and with external agencies regarding climate change mitigation and adaptation
- Support project management systems and requirements
- Prepare and present project progress reports for internal and external audiences
- Assist with administration of external consultants
- Complete research assignments
- Perform other duties as assigned

## Skills and Qualifications

### Required:

- Post-secondary degree from a recognized university or college in environmental studies, engineering, or related field (a focus on climate change is preferred) or equivalent three years' work-related experience
- Minimum of five (5) to eight (8) years of related climate change experience, depending on educational experience, including a thorough understanding of how climate change issues impact a municipality and the community
- Thorough knowledge of greenhouse gas inventories and protocols, including the GHG Protocol for Cities (GPC) and the Global Covenant of Mayors' Common Reporting Framework
- Must have strong organizational, analytical, problem solving and research skills, including the ability to effectively handle concurrent projects strategically and creatively under deadlines.
- Must be a self-starter with the ability to work well independently.
- Exceptional oral and written communication skills including presentation skills, report and grant writing skills with the ability to consult and liaise effectively with the public, elected officials, and outside agencies and stakeholders.
- Demonstrated ability to establish and maintain effective working relationships with staff, members of the public, residents, businesses, colleagues, external agencies, regional partners, provincial groups and elected officials.
- Demonstrated skill with Microsoft Office Suite applications and databases.

### Additional Desired Qualifications

- A Certified Energy Manager (CEM) designation, Greenhouse Gas Inventory Quantifier or be working toward one of these designations would be considered an asset as would accreditation through Leadership in Energy and Environmental Design (e.g. LEED Green Associate, LEED AP)
- Additional experience with community energy planning, energy mapping, energy management, risk assessments, climate data, and/or climate science is an asset.

Hourly Rate/Salary: \$ 35.42 - \$ 47.23

Hours of Work: 35

Work Location: 201 City Centre Drive

Organization Unit: CMS/Climate Change

Department/Division/Section: CMS/Community Services Dept , CMS/Parks, Forestry & Environment , Environment

Non-Union/Union: Non Union

**COVID-19 Update:** As per the City's Employee Recruitment Policy, all external candidates (including previously employed individuals) must show their Fully Vaccinated Confirmation or apply for and receive confirmation of a creed or medical exemption from the City **before their first day**.

A Criminal Record and Judicial Matters Check (Level 2) or Vulnerable Sector Check (Level 3) will be required of the successful candidate, at their own expense, to verify the absence of a criminal record for which a pardon has not been granted.

We thank all who apply, however, only those candidates selected for an interview will be contacted. You can also check your application status in your candidate profile online.

All personal information is collected under the authority of the Municipal Act.

We are an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City of Mississauga will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.

