

POSITION: Climate Change Coordinator (This is a staff position that will split their time between the Municipality of Central Manitoulin and Billings Township, full-time, 22 month contract). Anticipated start date April 29, 2019.

REPORTING RELATIONSHIP: Reporting to the CAO/Clerk of Central Manitoulin.

PURPOSE OF POSITION:

- The development of a Community Energy and Emissions Plans for the Municipality of Central Manitoulin and for Billings Township.
- Contribute to the development and implementation of municipal operational and institutional changes, suited to each municipality, that will lead to operational savings and the reduction of greenhouse gas emissions and
- Assist in providing a climate change mitigation perspective in the development of asset management strategies for each municipality.

RESPONSIBILITIES:

1. Prepare for the planning process through capacity-building exercises.
2. Develop and promote the adoption of municipal operational and institutional changes that will ensure greenhouse gas emissions reductions over longer term for each municipality
3. Conduct research and analysis for the purpose of implementing municipal greenhouse gas emissions reductions initiatives.
4. In conjunction with other municipal departments ensure each municipality completes a self-assessment of their performance and progress using the Maturity Scale for Municipal GHG Emissions Reductions at the beginning and end of the grant period.
5. Prepare and submit a progress reports after 12 months and a project completion report at the end of the grant period as well as prepare disbursement requests from funders at periodic intervals.
6. The Climate Change Coordinator may also be responsible for broader capacity-building knowledge-sharing activities and deliverable within each community as required.
7. Other duties maybe assigned.

WORKING CONDITIONS:

- Usual hours of work are 8:30 a.m. to 4:30 p.m. Monday to Friday, (1hour lunch) for a 35-hour week.
- Approved overtime is normally compensated as time in lieu. Additional hours will result from evening attendance at Committee and Council and public meetings.
- Usual public office conditions with some expectation for travel to municipal facilities, meetings with stakeholders and to develop relationships with other municipalities and umbrella supporting networks.

WORKING RELATIONSHIPS:

- With CAO/Clerk (of the respective Municipalities) - Receives guidance and direction.
- With Municipal Coordinator, (Central Manitoulin) & Deputy Clerk, (Billings Township) – Receives guidance and direction.
- With the Public - Must be tactful in dealing with the public.

KNOWLEDGE AND SKILL:

- Knowledge and experience in the areas of greenhouse gas emissions reductions.
- Demonstrated understanding of climate change issues and sustainable development within the context of municipal government.
- Strong research and analytical skills; ability to manage competing timelines.
- Strong writing and communication skills
- Good knowledge of computer tools
- Understanding of the planning process in Ontario, including stakeholder communication.
- Project management experience an asset.