



**GEORGIAN BAY
BIOSPHERE**
MNIDOO GAMII
Spirit of the Water

Employment Opportunity: Climate & Energy Program Assistant

As the Climate & Energy Program Assistant, you will support climate change and energy programming for the organization, including the Integrated Community Energy & Climate Action Plans (ICECAP) partnership. The ICECAP partnership is a unique regional and collaborative partnership that brings together First Nations and municipalities to approach climate change and energy planning in a more efficient and cost-effective manner.

The responsibilities of the position will: support cleantech innovation and sustainable technology initiatives; analyze greenhouse gas (GHG) emissions in various sectors; advance identified recommendations to reduce community-scale GHG reductions; help set GHG emission reduction targets and track progress; and raise climate change and energy literacy in the organization and community through the development of communication products. To excel in this position, the candidate will also have knowledge and/or experience in the research, development, and implementation of First Nation and municipal GHG emissions reduction plans and climate change adaptation plans.

Job Details

- Assist in the implementation of milestones 2, 3 and 4 of the Partners for Climate Protection (PCP) program for municipalities and the Indigenous Community Energy Program (ICEP) for Indigenous communities in the region.
- Assist in the development of approaches to climate change adaptation with a regional lens.
- Analyze greenhouse gas (GHG) emissions in various sectors (e.g. municipal operations, fleet, buildings, etc.) to identify climate action opportunities for GHG mitigation and cost savings (e.g. fuel switching study, buildings retrofits, etc.)
- Other duties as assigned.

Required Qualifications

Qualified candidates will possess a post-secondary degree in analytical sciences, business, environmental science, environmental planning, or education. Preference for candidates with educational experience is preferred in the areas of: GHG emissions reduction; energy and/or carbon management; as well as a demonstrated understanding of climate change issues and sustainable development within the context of First Nations, municipal government, and their communities. A Master's degree in a related field is considered an asset.



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Knowledge, Skills, and Aptitudes

- Strong knowledge and experience in the areas of GHG emissions analysis, reductions, climate change adaptation and sustainable development (e.g. cleantech).
- Experience with GHG software, data sources and analysis.
- Demonstrated understanding of climate change issues and sustainable development.
- Knowledge of energy efficiency principles and building performance; waste management emissions reduction strategies; and sustainable transportation systems, including EVs.
- Understanding of the PCP and ICEP programs and how to implement new initiatives, including planning, costing, and building in feedback.
- Excellent written and verbal communication skills, including good presentation skills.
- Excellent prioritization and organizational skills.
- Ability to work independently and have a flexible schedule.

Terms: A normal week will be 35 hours. This position works with volunteers and will require weekend and evening work. Time-off will be provided in lieu of time worked on weekends and evenings. This position is for one year, with the possibility of extension contingent on funding.

Start date: October 2022

Salary: \$40,000 - \$45,000 based on relevant experience.

Place of Employment: Parry Sound, ON

How to Apply: Please forward a 1-page cover letter and résumé to Benjamin John by email to: climate@gbbr.ca by 5PM on September 30, 2022.

We thank all applicants for their interest in the position. Only those candidates selected for an interview will be contacted.

Deadline for Applications: September 30, 2022 by 5:00 pm

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

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