



Program Manager

Job Position

Title: Climate Action Team (CAT) “Mobilizing Manitobans” Program Manager

Location: Winnipeg, Manitoba

Term: This is a full time position at 35 hours per week starting as soon as possible and ending June 15, 2027.

Application Deadline: 12:00 p.m. CDT on January 5, 2025

Reporting: This position reports to the CAT Governance Committee and will take direction from the Chair of the CAT Governance Committee.

Manitoba’s Climate Action Team seeks an independent, energetic and results oriented individual to manage all Climate Action Team activities.

Position Summary: You are an independent, energetic and results-oriented individual who can plan, implement and oversee all activities related to the Climate Action Team’s “Mobilizing Manitobans” program. Alongside staff, contractors, and coalition representatives, the Program Manager will build momentum for climate action in Manitoba through critical policy work, outreach and communications to mobilize action in rural, urban and First Nation communities, and engage local and provincial governments to promote and advance Manitoba’s Road to Resilience Pathway.

About Manitoba’s Climate Action Team: The Climate Action Team (CAT) is a coalition of established Manitoba-based community organizations in Manitoba that have formally come together to take collective climate action, and advocate for a zero carbon province. The need for bold climate action has compelled us to combine forces to help create the shift necessary for a low carbon future in Manitoba. Partner organizations include: Green Action Centre, Climate Change Connection, Wilderness Committee Manitoba, the Manitoba Energy Justice Coalition, and the Canadian Centre for Policy Alternatives - Manitoba.

Climate Action Team staff and contractors are employed through Green Action Centre (GAC).

The Role & Responsibilities

We need someone who is passionate, positive and extremely capable to help us engage Manitobans in an effort to build climate awareness and climate action. As Program Manager, you will work with Climate Action Team (CAT) staff, contractors, coalition representatives, politicians, and other identified Program stakeholders to ensure all Climate Action Team activities and deliverables are effectively completed.

This includes, but is not limited to, developing work plans and project management tracking systems, and monitoring status of deliverables.

More specifically, the Program Manager will:

- Develop Program and Project Charters and Work Plans for approval by the CAT Governance Committee.
- Create program budgets (CAT, Funders, GAC) in collaboration with Green Action Centre (GAC) Executive Director.
- Work with an external program evaluation firm to design and implement a monitoring and evaluation framework.
- Lead the recruitment and hiring process for program positions supported by the CAT Governance Committee.
- Provide overall leadership and coordination of program stream leads (i.e. policy, communications, community engagement) and manage the priorities among the different program streams.
- Ensure effective oversight of program activities and compliance with requirements including budget management and financial requirements, contribution agreements, partner agreements, and work plans; ensure timely submission of quality narrative and financial reports.
- Prioritize activities and accomplish goals within constraints such as time or costs.
- Reach out for new funding opportunities with assistance from the CAT Governance Committee.
- Provide updates and items for decision to CAT Governance Committee meetings on all program aspects (e.g. financial, operational, communications, policy, HR).
- Lead staff/contractors meetings at least bi-weekly.
- Be able to speak to the overall roadmap, objectives and high-level solutions of the Program to external stakeholders and media.
- Perform other duties, as assigned.

Key Qualifications:

- Strong familiarity and understanding of Results Based Management or other logic framework; Project management related certification (PMP, CAPM, etc.) an asset.
- Bachelor's degree along with 2 years of program manager or project management experience or a combination of equivalent education and experience.
- Experience working for and with nonprofit organizations.
- Experience working for and with Boards of Directors would be an asset.
- Policy development and working with government and other policy makers would be an asset.
- Experience with partnership development and working collaboratively, specifically at the community level.
- Strong computer skills including, at minimum, Word, PowerPoint and Excel.
- Strong familiarity and skills with social media platforms and communications campaigns.
- Experience working with Indigenous and rural communities and advancing Truth and Reconciliation is an asset.
- Excellent written and spoken skills in English are required, including analytical and report-writing capability and strong attention to detail.
- Able to work comfortably in a fast-paced environment.
- Experience and passion for working in the non-profit sector preferred.
- Bilingual (English/French) an asset.

Knowledge

- Knowledge of Project Management Body of Knowledge (PMBOK) principles
- Knowledge of local environmental and sustainability issues, and a demonstrated commitment to the practices of sustainable living.
- Experience in or knowledge of Community Based Social Marketing an asset.
- Political acumen skills.

Attributes

- Excellent interpersonal and communication skills; strong team player, friendly, respectful, and culturally sensitive.
- Excellent organizational and time management skills.
- Results-focused with ability to meet deadlines.
- Efficient, creative, and resourceful.
- Self-initiating and demonstrated ability to think critically and analytically.
- Professional, punctual, reliable.
- Able to maintain confidentiality of sensitive data.

Diversity and Inclusion

Green Action Centre and Manitoba's Climate Action Team are committed to developing a diverse team and are working to better reflect and represent the diversity of the communities we serve. We encourage members from the following communities to apply and self-declare in your application:

- Indigenous, Black, People of Colour
- Immigrant or refugee
- People with disabilities
- LGBT2SQ+

Being a member of an equity group is among our hiring selection criteria. Your declaration of membership in any of these groups will remain confidential.

Application Procedure

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Remuneration: \$39 per hour at 35 hours per week (\$70,980 annual gross). Staff also receive a fully subsidized Winnipeg Transit Eco-Pass, or equivalent value for cycling or walking, as part of Green Action Centre's "Active Transportation Benefit" policy as well as a Health & Benefits program after 3 months.

To Apply: Submit your resume and cover letter by email to hire@greenactioncentre.ca with "Program Manager – Manitoba's Climate Action Team" in the subject heading. Applications will be accepted until the deadline only.

No phone calls, please. *We thank all applicants for their interest; however, only those who are selected for an interview will be contacted.*

For more information on Manitoba's Climate Action Team visit: <https://www.climateactionmb.ca/>