



Community Engagement Coordinator

Job Position

Title: Climate Action Team (CAT) “Mobilizing Manitobans” Community Engagement Coordinator

Location: Winnipeg, Manitoba

Term: This is a full-time position at 35 hours per week starting as soon as possible and ending June 1, 2027.

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

Reporting: This position reports to and takes direction from the Climate Action Team (CAT) Program Manager.

Manitoba’s Climate Action Team seeks an independent, energetic and results-oriented individual to cultivate relationships and support engagement with groups and influential individuals in Manitoba communities that have expressed concern about climate change and interest in pursuing solutions.

Position Summary: You are an independent, energetic and results-oriented individual who can plan, implement, and oversee all activities related to the community engagement aspects of the Climate Action Team’s “Mobilizing Manitobans” program.

Alongside staff, contractors, and coalition representatives, the Community Engagement Coordinator will build momentum in Manitoba through outreach and communications to mobilize action in rural, urban, and First Nation communities 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 capable to help us engage Manitobans in an effort to build climate awareness and climate action.

More specifically, the Community Engagement Coordinator will:

- Work collaboratively with Program Manager as well as partners, community stakeholders, schools, consultants, industry specialists, government, and others.
- Identify target communities and lead communication and outreach with stakeholders in these communities.
- Assist the Manitoba communities we have been supporting in seeking funding for the implementation of their community climate action plans.
- Create a collaborative, engaging process that results in a comprehensive, practical plan for up to six communities to reduce their emissions, and to provide support for implementation of solutions.
- Manage and coordinate volunteers and activities related to engagement.
- Provide regular updates and items for decision to the Program Manager.
- Meet and communicate with community representatives on a frequent and regular basis.
- Perform other duties, as assigned.

Key Qualifications:

- Experience with partnership development and working collaboratively, specifically at the community level.
- Experience working for and with nonprofit organizations.
- Excellent organizational and time management skills. Able to handle multiple projects concurrently, multi-task, conform to shifting priorities, demands and tight timelines.
- Strong communication skills and able to communicate clearly, and negotiate issues with a broad range of audiences and stakeholders, and in various cultural and political settings.
- 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. Bilingual (English/French) an asset.
- Demonstrated capacity to work both in a self-directed manner and collaboratively with other staff and stakeholders.
- Able to work comfortably in a fast-paced environment.
- Strong computer skills including, at minimum, Word, PowerPoint and Excel.

Knowledge

- 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.
- Experience in organizing events and creativity in developing engagement activities.

Attributes

- Excellent interpersonal skills; strong team player, friendly, respectful, and culturally sensitive.
- Results-focused with ability to meet deadlines. Able to make “cold calls”.
- 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

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

Remuneration: \$25 per hour at 35 hours per week (\$45,500 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 “Community Engagement Coordinator – 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/>