



Program Manager - Corporate Climate Leaders Program

Position Overview

The Program Manager is responsible for leading support to members of the City of Edmonton's [Corporate Climate Leaders Program](#) (CCLP), delivered by [Green Economy Canada](#).

The CCLP supports a growing number of Edmonton organizations that are concerned about climate change and want to take action. In joining the CCLP, businesses and organizations in Edmonton are committing to 1.) establish and maintain a GHG inventory, 2.) develop plans and targets for emissions reductions, and 3.) share elements of these commitments publicly.

The Program Manager will work closely with the Project Lead and other members of Green Economy Canada's team, to effectively manage all aspects of the execution of the program. They will ensure strong participant relationships and engagement, and will coordinate key elements of the program including peer engagement, events, greenhouse gas inventory management, and member support. The Program Manager will act as the primary contact for CCLP members, and the liaison between the City of Edmonton and Green Economy Canada.

Green Economy Canada is a not-for-profit organization committed to supporting Canadian businesses as they transition to the low-carbon economy. Through community-based Green Economy Hubs and standalone programs like the CCLP, Green Economy Canada is proud to work with a growing network of businesses who are taking concrete climate action and demonstrating a more sustainable economy is possible.

Ideal Start Date: March 2, 2020

Term: Contract to March 2022, with potential for renewal

Annual Compensation: \$62,500 + \$1500 health allowance

Location: Edmonton, Alberta

Reports to: Project Lead

Interviews begin: February 10th, 2020 and will be rolling until the position is filled.

What does the Program Manager do?

Member Support and Program Delivery (50%)

- Ensure consistent engagement and delivery of services to program members and other stakeholders, analyzing program trends, tracking participant progress, and identifying strategies to achieve intended results.



- With the support and training of Green Economy Canada, plan and execute all aspects of effective member engagement, including:
 - Conducting check-ins with members to provide 1:1 support and understand their successes and challenges.
 - Working with members to establish GHG emission inventories.
 - Supporting members in setting GHG emission reduction targets and developing action plans.
 - Building business capacity for action by supporting Green Team formation and employee engagement activities.
 - Collecting and reviewing member data.
 - Performing basic facility walk-throughs (with possible external support).
- Foster strong external relationships with local partners.

Peer Engagement, Training and Events (25%)

- In collaboration with the project team:
 - Create four impactful sustainability events per year, aligned with program and member objectives.
 - Prepare and deliver training sessions and workshops on developing inventories, creating action plans and setting targets to build member capacity.
 - Lead strategy and support the implementation of an annual Leaders Summit celebrating the progress of members.
 - Convene a Program Advisory Council as needed to support the CCLP.
 - Own all aspects of peer engagement and recognition including:
 - Identifying and developing annual case studies;
 - Creating and distributing an annual program report for the public;
 - Supporting the creation for quarterly e-newsletters for CCLP members.

Recruitment (10%)

- Act as a primary contact for new member recruitment.
- Work with Green Economy Canada's Director of Communications and Development to recruit businesses to participate in the CCLP, including:
 - Developing and delivering invitation letters;
 - Holding program info sessions;
 - Initiating follow-up phone calls with potential new members.
- Identify opportunities to connect CCLP members to Green Economy Canada's extended support package to further their sustainability efforts and program goals.



Program Administration (15%)

- Prepare quarterly reporting to the City of Edmonton.
- Manage and develop CCLP program resources and organizational tools.
- Provide program visioning support and input.
- Develop and report back on Key Performance Indicators in partnership with the Project Lead and team for on-going program evaluation.

Key Skills and Characteristics Required to Succeed in this Role:

- University Degree in Business, Environmental Studies, or other relevant field of study with a minimum of 5 years of work experience.
- Passionate about climate action, community-based leadership, and the city of Edmonton.
- Proven skills and experience in project, program and people management, and working in a business context.
- Exceptional spoken and written communication and interpersonal skills; can convene a conversation with large groups, coach one-on-one, and act as a trusted ambassador and spokesperson for Green Economy Canada.
- Experienced in greenhouse gas accounting in accordance with the GHG Protocol.
- Results-driven self-starter; proactively moves work forward, manages time effectively, can be counted on to follow-through, and demonstrates strong attention to detail.
- Creative and energetic problem solver skilled at working with others to understand root issues and develop win-win solutions.
- Thrives in a fast-paced, evolving environment and enjoys working on a variety of activities both independently and collaboratively.
- Skilled at building strong relationships with a diversity of people and organizations.
- Additional qualifications that will be considered assets include: certified energy manager certification or similar, experience conducting facility walkthroughs, experience working with businesses on sustainability issues and/or direct experience working with businesses and diverse stakeholders in the city of Edmonton.
- Occasional availability outside of 9AM-5PM for events.

To Apply:

Please send a resume and cover letter to Richard Eberhardt, Director of Development at hr@greeneconomy.ca. Please also indicate in your email how you learned about this



opportunity. Applications will be accepted on a rolling basis, and interviews will begin to be scheduled during the week of February 10th. We sincerely thank all applicants, however, we will only be able to personally contact those selected for an interview.

Green Economy Canada is an equal opportunity employer where a diverse mix of talented people do their best work because of, not in spite of, our differences. We are committed to providing an inclusive and welcoming environment for all staff, volunteers, members, subcontractors, and vendors in all our activities and operations, regardless of race, color, religion (creed), gender identity, gender expression, age, national origin (ancestry), dis/ability, marital status, or sexual orientation.

What's it Like Working at Green Economy Canada?

At Green Economy Canada, we seek to blend the nimbleness and autonomy of a small team with the influence and opportunities afforded to a national network.

- We are bold, ambitious and optimistic. Our vision is for an economy that makes environmental sustainability, human well-being, and business success synonymous.
- We care about what we each accomplish, not where we work from or how many hours we put in.
- We want working together to feel effortless and the ways we work together to be intuitive.
- We embrace innovation: we're willing to take risks, we know we'll make mistakes along the way, and we push ourselves to apply what we learn each time. At Green Economy Canada, it's okay to fail.
- We have fun, enjoy working together, and laugh often.
- We're not satisfied with the status quo: we don't think "because that's how it's always been done" justifies a course of action. We challenge each other, think critically, and strive for objective decision-making.

Together with our network of Hubs and partners, we're demonstrating a more sustainable economy is possible,

Learn More About Green Economy Canada and the CCLP

- Visit greeneconomy.ca
- Check out our most recent [Impact Report](#)
- Read this program summary of the [Corporate Climate Leaders Program](#)
- Join the conversation on Twitter [@greeneconomyca](#)