



Network Engagement Manager

[Green Economy Canada](#) is a national non-profit working to accelerate the business transition to a low-carbon economy in communities across Canada. We do this in three ways: 1.) We work with community organizations to launch and grow [Green Economy Hubs](#), which bring together, support and celebrate local businesses ([Green Economy Leaders](#)) in setting and achieving sustainability goals. 2.) We share success stories of businesses going green to inspire others to follow suit and build public and political support for the green economy. 3.) We work with policymakers and experts to inform green policies and investments that will accelerate action on climate change and other sustainability challenges.

With seven Ontario-based Hubs and the Edmonton Corporate Climate Leaders Program, our network is engaging over 300 organizations of all sectors and sizes in demonstrating that a more sustainable economy is possible. Two new Hubs are in development in Ontario and New Brunswick. By 2024, our goal is to support a network of 20 Green Economy Hubs across Canada engaging thousands of organizations in changing business-as-usual.

Position Overview

The Network Engagement Manager manages all facets of how Green Economy Canada supports the growth, impact and connectivity of Green Economy Hubs. As a creative, analytical, and strategic thinker, they help ensure that Green Economy Canada's approaches for supporting Hubs are effective and keep pace with the network's evolving needs. As a network weaver and relationship-builder, they create a strong culture of learning, sharing, and peer support, and connect the dots between Hubs to harness the power of the collective network. This position works closely with the Executive Director and the Hub Success Team.

Ideal Start Date: Early to mid-April 2020

Term: Full-time permanent

Annual Compensation: \$62,700 + \$1500 health and wellness allowance

Location: Preference for Ontario-based

Reports to: Executive Director

Interviews begin: Week of March 16th, 2020 and will be rolling until the position is filled.



What does the Network Engagement Manager Do?

Oversees planning and delivery of Green Economy Canada services to Hubs (45%)

- Leads design, development, and delivery of training and resources
- Plans and delivers Annual Network Summit (peer learning and professional development event)
- Coordinates additional services including activating partnerships, convening working groups, coordinating webinars as needed
- Oversees process, feedback, and 1:1 coaching as Hubs meet success benchmarks and move through different stages of development and support from Green Economy Canada

Acts as the nerve centre for network communication (30%)

- Ensures that Hubs are appropriately engaged and informed of Green Economy Canada's strategies and priorities, and that Green Economy Canada's strategies and priorities are reflective of Hub needs
- Leads quarterly check-ins with Green Economy Hubs and a network-wide Quarterly Update
- Manages, maintains, and improves the Commons online community platform
- Acts as first point of contact between Green Economy Canada and Hub staff

Supports strategy & governance (15%)

- Along with the Executive Director, identifies and executes on strategy to improve our support services for Green Economy Hubs
- Upholds the integrity of the network and convenes a Network Council to maintain network-wide Green Economy Hub standards

Cross-team collaboration (10%)

- Pinch-hits on communication, data and reporting, funder relationships, and other organizational priorities as needed

Involves

- *Communication*: sharing learning across the network, making connections between Hubs, aligning the network toward a shared strategy/vision, listening strategically to identify shared challenges and opportunities
- *Facilitation*: of video conferences, webinars, and 1-2 in-person learning events per year
- *Web platform skills*: manage and maintain community platform to promote engagement and communication across network
- *Event logistics and coordination*
- *Administration and organization*

Subject Matter Expertise

The Network Engagement Manager would benefit from having prior training/experience in:

- Sustainability metrics and measurement, e.g. GHG Protocol, waste auditing, water footprinting, CSR, ESG, SDGs, B Lab
- Network theory and stakeholder engagement
- Adult learning principles and facilitation
- Norms and context of SME business operations

Additional Information

- Travel is required 2-3 times/year for network events and team meetings.
- Green Economy Canada is a remote-work environment and the majority of interactions will take place using remote communication (email, online platforms, videoconference). We have developed a variety of systems and processes to keep our team regularly connected and to enable high quality collaboration.

Key Skills and Characteristics Required to Succeed in this Role:

- **Community-builder.** Strong facilitator of connections and conversations within the network. Enjoys bringing people together around a common purpose and is skilled at building a sense of community.
- **Coaching, training and group facilitation skills.** Has experience delivering training to small groups, developing resources and communicating key concepts in an easy to understand manner. Experienced in facilitating workshops and meetings, with a formal background in facilitation a major asset.
- **Exceptional interpersonal and communication skills:** Has exceptional oral and written communication skills - can communicate in a concise and engaging way. Ability to listen well and form strong relationships with Hubs and external partners. Ability to anticipate, negotiate, and resolve conflict. Ability to mediate between different parties with competing interests and come to solutions.
- **Conscientious and detail-oriented:** Ability to juggle multiple priorities, effectively balancing day-to-day needs from a growing network while making progress on strategic priorities and key projects. Builds trust that work is completed with quality and care.
- **Takes initiative:** Identifies necessary improvements, new directions, and strategic priorities and is proactive in bringing advice forward with rationale and recommendations for implementation.
- **Critical-thinker and strategic decision-maker:** Can think critically and strategically to create potential solutions and recommendations with strong justification, and inform key

decision-making across the Green Economy Canada team; can act decisively to focus resources on the highest value activities.

- **Thrives in a fast-paced, evolving environment** where the road ahead isn't always clear.
- **Project management and organizational skills:** Demonstrated success with managing significant projects from conceptualization through to implementation; organized, manages time well, can manage logistics and "pull-up" to achieve the desired outcomes.
- **Continuous improvement:** Learns quickly from trying things out and integrates those learnings in a thoughtful way to achieve stronger outcomes.

To Apply:

Please send a resume and cover letter to Priyanka Lloyd, Executive Director at hr@greeneconomy.ca. Please also indicate in your email how you learned about this opportunity. Applications will be accepted on a rolling basis until the position is filled, and interviews will begin the week of March 16th. 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

- Visit greeneconomy.ca
- Check out our most recent [Impact Report](#)
- Join the conversation on Twitter [@greeneconomyca](https://twitter.com/greeneconomyca)