



Sustainability Impact Data Analyst

[Green Economy Canada](#) is a national non-profit working to accelerate Canada's transition to a vibrant and sustainable low carbon economy. 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 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 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 Sustainability Impact Data Analyst will play a key role across three exciting data-focused projects to support us in achieving our impact goals:

1. Managing our Excel-based carbon accounting tool and developing GHG inventories to support our growing network of Green Economy Leaders in effectively measuring and managing their GHG emissions;
2. Analyzing GHG data and synthesizing findings for an innovative project focused on what it will take to get small and medium-sized manufacturers to net zero emissions; and
3. Identifying opportunities to improve our overall data systems & processes with an eye to scale.

The ideal candidate is a data savvy systems thinker. They have experience with carbon accounting/energy management, and are an expert in Excel. They are highly organized and detail-oriented, with strong communication and interpersonal skills. This position works closely with the Senior Communications Manager, Special Projects Lead, Network Engagement Manager, and Program Manager for the City of Edmonton's Corporate Climate Leaders Program.



Ideal Start Date: Immediate

Term: 1 year contract with potential to become a permanent position

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

Location: Ontario preferred, though Green Economy Canada is primarily a remote team

Reports to: Senior Communications Manager

Interviews begin: Week of July 20, 2020 and will be rolling until the position is filled.

What does the Sustainability Impact Data Analyst Do?

Carbon Accounting Tool & GHG Inventories (40%)

- Manage Green Economy Canada's Excel-based carbon accounting tool, updating emission factors annually and processing business data efficiently and carefully to develop GHG inventories and business-facing inventory reports in line with the GHG Protocol Corporate Standard
- Evaluate the performance of the tool with internal and external user feedback and identify improvements to functionality, usability, and reporting for future releases
- Develop systems to ensure business data inputted and processed can be analyzed and housed securely and at scale

SME Net Zero Project (20%)

- Support the data collection and inventory development for 10-12 participants in our SME Net Zero Manufacturing project
- Analyze participant data to uncover key insights for emissions reductions, and compile findings to feed into a roundtable with policymakers and a public report in partnership with the Pembina Institute

Network Data & Communications (40%)

- Lead data collection from Green Economy Hubs quarterly, performing completeness and quality checks
- Improve and document our overall data collection systems and processes
- Maintain and update data in our internal database, website, and intranet dashboard
- Analyze results to identify key insights, trends, gaps and potential case studies to inform network strategy and external communications on network impact
- Produce visualizations as needed to share back data with Hubs and Green Economy Leaders on the network's impact

Key Skills and Characteristics Required to Succeed in this Role:

- Combination of at least 5 years of relevant education, work and life experience in business, sustainability or a related field. Has knowledge and experience creating GHG inventories in accordance with the World Resource Institute's GHG Protocol Corporate Standard. *Energy Manager certification or equivalent is a major asset.*
- Advanced knowledge of Excel (e.g. Index Match, And / Or), pivot tables, and Power Query is a requirement. Major assets include: knowledge of the basic principles of database design, MySQL, Wordpress CMS, and data visualization tools like Power BI.
- Excellent interpersonal and communication skills (oral and written).
- Conscientious and highly detail-oriented. Strong at quality assurance, and builds trust that work is completed with quality and care.
- Takes initiative to identify necessary improvements and strategic priorities and is proactive in bringing recommendations forward with clear rationale.
- Strong critical-thinking and analytical skills. Adept at getting to the heart of a challenge and is goal and results-oriented in arriving at solutions.
- Proven track-record managing significant projects from conceptualization through to implementation; organized, manages time well, can manage logistics and "pull-up" to achieve the desired outcomes.
- Life long learner who values continuous improvement and can pick up new skills and knowledge quickly to further their growth and development.
- Thrives in a fast-paced, evolving environment working alongside high performing team members who are passionate about accelerating Canada's transition to a low-carbon economy.

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 July 20th. 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)

