



## Network Innovation Coordinator

[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 - including one in Northern Ontario - 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 Network Innovation Coordinator (NIC) will directly support Green Economy Canada's scaling work, contributing to the growth of our network (including an expanded reach in Northern Ontario), and the number of Green Economy Leaders engaged through Hubs. In collaboration with the Senior Manager of National Expansion, the NIC will seek to accelerate the speed and impact of our Hub Launch Process, primarily through the development of new and improved processes, innovative strategies to expand reach, and systematized resources and trainings for Hub staff. The NIC will also test innovations in how we deliver the Hub model by helping us design and deliver virtual business support and workshops.

**Ideal Start Date:** Immediate

**Term:** 1 year contract, 40 hours per week

**Compensation:** \$37,500

**Location:** Northern Ontario



**Reports to:** Senior Manager, National Expansion

**Interviews begin:** Week of October 5, 2020 and will be rolling until the position is filled.

## What does the Network Innovation Coordinator Do?

### Hub Launch Process Innovation & Systematization (40%)

- Support the creation of a systematized Hub Launch Process (HLP), which will benefit the development of additional Hubs in Northern Ontario and across the country, including:
  - Developing new templates, resources, and trainings, to guide and support Hub staff working through the 7 Steps outlined in the HLP;
  - Updating the HLP-specific pages on our online resource sharing platform (the Commons) to most effectively communicate the supports and requirements for each Step; and,
  - Support improvements to data collection tools and processes, specifically in gathering feedback from Hub staff on their experience working through the HLP.

### Strengthen Support to New & Existing Launching Hubs (60%)

- Investigate identified communities, including those in Northern Ontario, as set out in Green Economy Canada's National Expansion Strategy to determine the viability of launching a Hub;
- Provide support to existing Launching Hubs moving through the Hub Launch Process, which may include: attending check-in meetings, ensuring they have access to the necessary tools and resources to support their work, coordinating peer learning and working groups to share best practices;
- Develop recruitment materials, potentially including case studies, to attract communities interested in starting a new Hub;
- Support in the design and deliver (primarily virtual) of business engagement opportunities, including capacity-building workshops, as well as ongoing peer learning opportunities, where relevant;
- Shareback learnings and insights from the deployment of new supports and materials to businesses to strengthen and improve the service delivery of other Hubs, including Green Economy North in Sudbury;
- Research and develop content about opportunities and current sustainability news for online channels used in program communications (e.g. LinkedIn group, e-newsletter, social media);
- Lead the identification and research of case studies on the sustainability successes of businesses and support data collection and writing for the case studies; and,

- Draw learnings from our work on launching a regional Hub in New Brunswick (including engagement of rural businesses), to inform further expansion in Northern Ontario and rural geographies across the country.

### Key Skills and Characteristics Required to Succeed in this Role:

- A Bachelor's degree or equivalent in business, sustainability, or a related field. **Must be between 15-30 years of age as this project is funded by FedNor's Youth Internship Program.**
- Excellent interpersonal and communication skills (oral and written).
- Previous experience in event planning is considered an asset.
- Able to prioritize and manage multiple, concurrent tasks and projects within set timelines. Able to anticipate what comes next and drive work forward proactively.
- Conscientious and highly detail-oriented. Builds trust that work is completed with quality and care.
- Skilled at gathering information, extracting the most useful pieces, and presenting a product or solution that meets a stated need.
- Able to think about a problem in multiple ways and is resourceful in seeking out any needed skills, knowledge, or expertise to tackle it.
- 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 [networkinnovation@greeneconomy.ca](mailto:networkinnovation@greeneconomy.ca). Please indicate in your email how you learned about this opportunity, and include Network Innovation Coordinator in the subject line. Applications will be accepted on a rolling basis until the position is filled, and interviews will begin the week of October 5th. 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](https://greeneconomy.ca)
- Check out our most recent [Impact Report](#)
- Join the conversation on Twitter [@greeneconomyca](https://twitter.com/greeneconomyca)

