



## Operations Coordinator

**At Green Economy Canada, we envision an economy where environmental sustainability, human well-being, and business success are synonymous.**

[Green Economy Canada](#) is a national non-profit accelerating the business transition to a vibrant and inclusive net-zero future. With eight [Green Economy Hubs](#), our network is engaging over [300 organizations](#) of all sectors and sizes to take action on climate change, build sustainability into their operations, and create a better future for generations to come. Our five year goal is to support a network of 20 Green Economy Hubs across Canada engaging thousands of businesses in changing business as usual.

### The Opportunity

We're looking for a stellar Operations Coordinator to play a key role in increasing our organizational effectiveness as we scale our impact across Canada. You will coordinate the administration of a new funding program for electric vehicle (EV) charging stations for businesses, and provide foundational support to Green Economy Canada in customer service, finance, operations, human resources, and board governance. As an ideal candidate, you have exceptional interpersonal skills, are highly organized and detail-oriented, and enjoy applying your creativity and analytical skills to improve the way we work and collaborate.

**Ideal Start Date:** Immediate

**Term:** Full-time permanent

**Annual Compensation:** \$48,000 + \$1500 health and wellness allowance

**Location:** Remote work opportunity in Canada with Ontario, Alberta, or New Brunswick preferred

**Reports to:** Executive Director

**Perks:** Flexible work environment, minimum 3 weeks vacation & awesome teammates!

### What You Would Do

As the Operations Coordinator, you would:

#### **Administer the Zero Emissions Electric Vehicle Infrastructure Program (ZEVIP)**

- Coordinate the delivery of a new \$3M funding program for the installation of electric vehicle (EV) charging stations in workplaces, multi-residential buildings, and public spaces by March 2023.

- Support the promotion of the program to members of the Green Economy Canada network.
- Ensure timely and professional responses to new inquiries about the program and conduct courteous follow-ups to encourage participants to complete the work within project timelines.
- Coordinate with external partners to shepherd participants through the administrative process of applying to successfully completing the application requirements for receiving a rebate.
- Work with the Senior Data Manager to implement strong systems for tracking program participants, financial disbursements, and overall project impact metrics.
- Ensure that all documentation is complete and accurate, and support the Senior Data Manager to complete required quarterly and annual reporting on the program to government funders.

### **Provide Foundational Operations Support**

- Support the Executive Director and Green Economy Canada's bookkeeper with strong financial management by issuing invoices, processing payments, reviewing expense reports, and keeping good organizational records.
- Support our hiring processes by posting new job openings, screening applicants, coordinating interviews, and facilitating on-boarding processes for new hires.
- Support the creation of new policies and practices, including those that can enable Green Economy Canada to authentically contribute to addressing racial equity and indigenous reconciliation as we carry out our work.
- Continue to make our organization a great place to work by identifying and coordinating opportunities for team building and professional development.
- Support organizational governance by scheduling quarterly board meetings, coordinating the creation of a board package with the Executive Director, taking board meeting minutes, and ensuring action items are completed.
- Oversee team IT needs including hardware (laptops, headsets etc.) and software (Microsoft and antivirus licenses), and manage team member access on Slack, Asana, Gmail, Zoom and other team platforms.
- Serve as the first point of contact for Green Economy Canada, managing inquiries through the main email account and phone line.
- Work with the Executive Director to ensure our team has the right tools and processes in place to be effective and scale.

- Provide administrative support to the Executive Director as required.

## What We Hope You'll Bring

- **Relevant work experience (4+ years)** in supporting organizational operations, working with external stakeholders, and administering projects.
- **Exceptional interpersonal skills**, with an ability to listen well and form strong relationships with team members and external partners.
- **Conscientious and detail oriented** with an ability to effectively plan and manage multiple priorities, be proactive, and build trust that work is completed with quality and care.
- **Comfort with organizational tools and platforms** like Excel, Google Docs, Asana, and Slack and are comfortable learning new technologies. Experience with Quickbooks is an asset.
- **Critical thinking and analytical skills** to identify opportunities to improve systems and processes, and recommend a course of action.
- **A collaborative work ethic** to support a caring, productive and positive work dynamic. You are comfortable working both independently and remotely, and collaborating regularly with a larger team.
- **A learning and resourceful mindset** to help find solutions to challenges while growing your knowledge and skills and Green Economy Canada's capabilities.
- **Receptivity to feedback**, learning from experiences and integrating those learnings in a thoughtful way to achieve stronger outcomes in the future.
- **Excitement for working in a small but innovative non-profit with ambitious sustainability goals.** You enjoy having diverse but focused work, a flexible and evolving working environment, and opportunities to learn and grow alongside wonderful people.

## To Apply:

Please tell us a bit about your interest in this role and send a resume to Priyanka Lloyd, Executive Director, at [hr@greeneconomy.ca](mailto:hr@greeneconomy.ca). Interviews will be conducted on a rolling basis starting July 8th, 2021 until the position is filled.

We sincerely thank all applicants, however, we will only be able to personally contact those applicants who are selected for an interview. We encourage applications from Black, Indigenous, and people of colour and persons with disabilities. Please advise if you have any accommodation needs – we are committed to ensuring you can participate fully in the recruitment process.



*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 building a better business-as-usual.

## 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)

