



Senior Data Manager

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

The Senior Data Manager will oversee the delivery of a new funding program for electric vehicle (EV) charging stations for businesses, and develop the strategic direction of our impact measurement activities. As an ideal candidate, you enjoy identifying opportunities to multiply sustainability impact and are skilled at leveraging data insights to drive results. You are an experienced project manager, and take pride in supporting the growth and development of team members to elevate all facets of Green Economy Canada's approach to impact measurement.

Ideal Start Date: Immediate

Term: Full-time permanent

Annual Compensation: \$68,000 + \$1,500 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 Senior Data Manager, you would:

Oversee the Zero Emissions Electric Vehicle Infrastructure Program (ZEVIP)

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

- Promote the program with the support of the Operations Coordinator to members of the Green Economy Canada network.
- Work with the Operations Coordinator to ensure project objectives are met and that participants and project partners have a positive experience with the program.
- Support the Operations Coordinator in setting up strong systems and processes for managing interactions with partners and participants, and tracking project activities, financial disbursements, and impact metrics.
- Ensure that all documentation is in order and complete the required quarterly and annual reporting on the program to government funders.

Lead Strategy, Planning, and Team Management

- Conduct quarterly and annual planning on the Data Team's priorities, triaging requests from the broader organization and managing workflows and overall project plans to help the team execute work effectively.
- Oversee the collection of annual data from the Green Economy Canada network.
- In consultation with Hubs and Green Economy Canada staff, identify opportunities to better leverage network data and improve the scalability of our data systems and processes.
- Codify and maintain common methodology and standards for how businesses in our network set targets and measure progress on GHG, Waste, and Water reduction, and how this data is collected and processed by Hubs across the network.
- Support and empower the Sustainability Impact Data Manager and Sustainability Impact Data Analyst to lead in their work related to developing greenhouse gas (GHG) inventories for businesses, improving and maintaining our Excel-based carbon-accounting tool, and collecting and leveraging network data.

Support the Data Team in Execution

- When required, provide direct support to process GHG Inventories, finalize inventory reports, and deliver inventory training sessions for businesses.
- Periodically lead on the development and delivery of new training and resources to strengthen our technical knowledge and approach to supporting businesses to set GHG, Waste, and Water targets, and measure progress made.

What We Hope You'll Bring

- **Relevant work experience (7+ years)** in sustainability, management, data & impact measurement. Knowledge of carbon accounting and experience in overseeing large-scale funding programs/reporting to government funders are major assets.
- **Comfort with databases and tools** like Excel, Access, AirTable, CRMs, and with leveraging new technologies.
- **Excellent project management skills** to effectively plan and manage multiple projects on time and on budget.
- **Outstanding interpersonal skills** with an ability to listen well and form strong relationships with team members and external partners.
- **A conscientious and detail-oriented approach**, building trust that work is completed with quality and care.
- **Critical and strategic thinking skills** with an ability to break down a problem systematically, identify potential solutions, and recommend a logical course of action for both direct reports and an executive audience.
- **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 overcome obstacles, grow knowledge and skills, and integrate learnings in a thoughtful way to achieve stronger outcomes in 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 awesome 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. 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
- Check out our most recent [Impact Report](#)
- Join the conversation on Twitter [@greeneconomyca](https://twitter.com/greeneconomyca)

