



## Hub Manager, Green Economy Calgary

**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 Canada's transition to a vibrant and inclusive net-zero future. We do this in three ways:

1. We lead a network of [Green Economy Hubs](#) that bring together, support and celebrate businesses in taking action on climate change and building sustainability into their operations.
2. We amplify success stories of business sustainability efforts to demonstrate what's possible and inspire others to follow suit.
3. We foster collaboration between government, private sector and civil society, and inform green policies and investments for systems change.

Our network has engaged over 500 businesses to date, to collectively reduce over 200,000 tonnes of GHG emissions – the equivalent of removing over 60,000 cars off the road each year. Join us in making business better, together!

### The Opportunity

We're seeking a Hub Manager to lead the launch and growth of our newest Green Economy Hub, Green Economy Calgary. As an ideal candidate you are an entrepreneurial and collaborative leader, with knowledge of the sustainability landscape in Calgary, experience building strategic partnerships, and have GHG emissions knowledge to support members on their sustainability journey. With a passion for community-led and business-focused climate action, and you know how to achieve results through combining strategic thinking with strong project and people management skills. You enjoy a wide variety of work and co-creating impact-focused initiatives from the ground up.

As Hub Manager, you will work closely with Green Economy Calgary's Hub Coordinator, as well as national Green Economy Canada staff, to deliver all aspects of Hub operations and strategy.



**Ideal Start Date:** Immediate

**Term:** Full-time, 2.5 year contract with potential to become a permanent position

**Annual Compensation:** \$67,000 salary

**Benefits:**

- Choice of health and dental benefits package or \$2,000 health and wellness allowance
- Access to TELUS Health Employee Assistance Program
- Monthly home office allowance (\$720/year)
- Minimum 3 weeks vacation time + 2 weeks shut down over December holidays and Summer Fridays (every other Friday off in July & August)
- Professional development support, flexible work culture, and awesome teammates!

**Location:** Remote work opportunity, but must be based in the Calgary Area (access to local office space provided)

**Reports to:** National Expansion Director

**Direct reports:** Hub Coordinator (Green Economy Calgary)

## What Does The Hub Manager Do?

### Member Recruitment & Partnership Development (40%)

- Lead all aspects of business development to successfully recruit members from prospecting and pitching, to diplomatic follow-ups, hosting information sessions, and finalising membership agreements.
- Work to establish Green Economy Calgary as a “go-to” resource for business sustainability in Calgary, including building strategic partnerships with key stakeholders across the city, such as: business networks, non-profits, utilities, educational institutions, and governments.
- With support from the Hub Coordinator, and content available through Green Economy Canada, develop and deliver introductory climate action workshops and a climate readiness assessment to the broader business community to build awareness and interest in joining Green Economy Calgary.

## Member Support & Recognition (40%)

- Act as the first point of contact for Green Economy Calgary members.
- Using Green Economy Canada's tools, templates, and established process, and support from the Hub Coordinator, deliver high quality training, resources and 1:1 support to equip members to set and achieve GHG and sustainability targets.
- With support from the Hub Coordinator, and Green Economy Canada's Marketing and Communications team, design, market, and execute member-facing capacity-building sustainability workshops.
- With support from the Hub Coordinator, and Green Economy Canada's Marketing and Communications Team, build and execute Green Economy Calgary's marketing and communications strategy and member recognition activities, including: an annual report, annual awards and recognition event, and member case studies.

## Hub Strategy and Operations (20%)

- Build a collaborative team culture while supporting the Hub Coordinator to excel in their position, including: conducting weekly 1:1s, helping to prioritize work and remove obstacles, and celebrating successes.
- Monitor progress towards annual Hub goals (member recruitment, member retention, member progress, etc) and develop strategies to successfully achieve them.
- Complete high-quality progress and financial reporting to Hub funders.
- Establish and strategically engage with Green Economy Calgary's Advisory Committee to further the Hub's success.
- Work with Green Economy Canada Partnerships staff to develop a strategy for continued growth of Green Economy Calgary over the long-term, and support fundraising efforts to secure external resourcing where needed.

## What We Hope You Will Bring

*We recognize that potential candidates may not apply for a position if they don't hit every single criteria included in the job description—particularly members of underrepresented groups. Even if your experience doesn't necessarily check off all the boxes below, we still encourage you to apply, and promise that your application will receive a review from our team. We also know that a resume can only show so much at this stage, so we encourage you to share more about yourself. For example, if you've made career transitions, you're self taught in a new role, or you have skills/experience you'd like to highlight, we want to hear more about what you could bring to this role, and to our organisation.*

- **Based in Calgary with an understanding of the local business and community landscape, as well as the broader Alberta ecosystem.** Able to identify and bring key stakeholders to the table.
- **Relevant work experience (5+ years) or formal education** in sustainability, energy or environmental management, business, or a related field.
- **Experience working with businesses to measure and manage their climate impact** (e.g. greenhouse gas accounting experience, experience conducting facility walkthroughs, or experience with energy retrofit projects), and/or knowledge of common sustainability frameworks (e.g. Science-Based Targets Initiative, B Corp, Global Reporting Initiative) considered a major asset.
- **Exceptional interpersonal and team management skills**, with an ability to listen well and work collaboratively with team members to support a caring, productive, and positive work dynamic. You are comfortable working both independently and remotely, with an ability to form strong collaborative relationships with team members and external partners, and support direct reports to excel in their role.
- **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.
- **Strong project management and organisational skills**, with demonstrated success in managing significant projects from conceptualisation through to implementation on time and on budget.
- **Critical and strategic thinking** skills to identify opportunities to improve systems and processes and inform key decision-making. An ability to share perspectives candidly and diplomatically to generate better solutions, while also acting decisively to focus resources on the highest value activities.
- **A learning and resourceful mindset** to help find solutions to challenges while growing your knowledge and skills and Green Economy Canada's capabilities. Strong comfort with navigating ambiguity.
- **Receptivity to feedback** to learn from experiences and integrate those learnings in a thoughtful way to achieve stronger outcomes in the future.
- **Experience convening and facilitating** conversations with groups, coaching one-on-one, and able to act as a trusted ambassador and spokesperson for Green Economy Calgary.
- **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.

## How To Apply

Please tell us a bit about your interest in this role and send a resume to the attention of Melissa Gerrard, National Expansion Director, at [hr@greeneconomy.ca](mailto:hr@greeneconomy.ca). Interviews will be conducted on a rolling basis starting the week of March 27, 2023 and will continue until the position is filled.

We sincerely thank all applicants, however, we will only be able to personally contact those selected for an interview. 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, colour, 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.

## Our Manifesto:

**Now is the time to transform business-as-usual.** From the climate crisis to vast social inequalities, we know the status quo isn't working. Together, we can change this.

It takes all of us – every business and organization across Canada – to seize this moment. It's a matter of rethinking what we do and how we do it, and working together to make it a reality.

Green Economy Canada sees what's possible.

Our network is a place for leaders who are ready to challenge the status quo and make the transition to a vibrant and inclusive net-zero future.

It's a journey we will take with you.

It starts with listening and understanding what can be done differently. It means providing the guidance, tools, and connections to help you succeed. It accelerates when businesses, non-profits and governments join forces. And it ends with seeing how we can do more together than alone.

**So, join us, and let's make business better, together.**