



## Sustainability Training and Resources 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 Canada's transition to a vibrant and inclusive net-zero future. We lead a network of [Green Economy Hubs](#) across the country that bring together, support and celebrate businesses in taking action on climate change and building sustainability into their operations. To date, over 500 businesses have been supported 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

The Sustainability Training and Resources Manager (STRM) plays a key role in how Green Economy Canada supports the growth and impact of Green Economy Hubs. As an ideal candidate, you are passionate about enabling and empowering organisations with the knowledge and tools to transition to a sustainable future. You are skilled at simplifying complex and technical concepts into accessible and practical terms for various target audiences, and enjoy educating others. You have a knack for applying your critical thinking, creativity, continuous improvement mindset to develop new tools and resources, streamline processes and solve business sustainability challenges. You are excited to bring a systems-thinking lens to ensure our support is relevant, cohesive, effective and scalable.

**Term:** Full-time, permanent position

**Salary:** \$67,000 / year

#### Benefits:

- Health and dental package or \$2000 health and wellness allowance / year (if opting out of benefits due to spousal coverage) + access to TELUS Health Employee Assistance Program
- \$60 / month home office stipend
- 3 weeks vacation + 2 weeks shut down over December holidays, Summer Fridays and eligibility for Green Economy Canada's statutory holiday policy which provides 12 stat holidays per year.
- Flexible work arrangements to maintain a healthy work life balance and professional development opportunities
- Strong collaborative culture, meaningful work and awesome teammates!

**Location:** Remote work opportunity



**Reports to:** Director, Sustainability & Innovation

## What does the Sustainability Training & Resources Manager do?

- Act as a central subject matter expert to Hubs on core sustainability programming and provide frontline support to Hub Staff to deliver the Milestone Playbook - the standard process by which our network of Hubs across Canada engage businesses to set and achieve their sustainability goals.
- Develop, deliver and maintain high value sustainability training, tools and resources connected to the Milestone Playbook to support Hub staff in engaging businesses to:
  - Develop GHG protocol compliant inventories, including Scope 3 sources.
  - Set ambitious but achievable sustainability targets, including science-aligned net-zero goals, and integrate goals into core business operations and strategy.
  - Create and implement practical and meaningful sustainability action plans, and form green teams.
  - Track and report sustainability progress, including credibly communicating sustainability work to employees, customers, investors and the general public.
  - Stay abreast of funding programs to help businesses implement sustainability initiatives.
- Support the development of sector specific sustainability education and resources as required to accelerate impact (e.g. sectors could include financial institutions, construction, transportation etc.)
- Conduct regular Hub check-ins to understand Hub staff and business member successes and challenges, identify support needs, and make connections to existing or new training, resources, or expertise needs across the network.
- Evaluate the effectiveness of Green Economy Canada's tools, training and resources, and make recommendations to streamline or improve the support provided to accelerate impact, augment the member experience, and increase the scalability of our support.
- Support the standardisation of service delivery across the network, and actively integrate learnings and best practices to improve the Milestone Playbook.
- Ensure GEC's platform for Hub news, training and resources (the Commons) is kept up to date and provides the information Hub staff need to deliver support following GEC's processes.



## What We Hope You Will Bring

- **Relevant experience or accredited formal education** in sustainability, and/or business with prior training/experience in sustainability frameworks and measurement (e.g. GHG Protocol, waste auditing, water footprinting, CSR, ESG, SDGs, TCFD, Science-Based Targets).
- **Bilingual proficiency in French and English (oral and written) is a major asset.**
- **Strong project management and organisational skills.** You have an ability to effectively plan and manage multiple priorities, manage significant projects on time and on budget, and coordinate a variety of stakeholders to achieve project success.
- **Strong research, analytical and critical-thinking skills.** You are skilled at analysing data, asking probing questions, extracting key insights, and drawing data-driven conclusions / recommendations.
- **Strategic and creative:** You can break down a problem or idea into its components, and systematically develop solutions that keep the big picture and interrelated parts in mind. You enjoy bringing your creativity and invention skills to overcome barriers and find new opportunities to create greater impact.
- **Proactive, conscientious and detail-oriented.** You are proactive in identifying what needs to get done and where there might be road blocks, actively communicate and close the loop, and ultimately build trust that work is completed with quality and care.
- **Effective interpersonal and communication skills.** You are comfortable working both independently and remotely, with an ability to form strong collaborative relationships with co-workers and members. You are a skilled listener, and have strong verbal and written communication skills to convey information clearly and succinctly. You are comfortable and skilled at taking complex or technical information and distilling it in ways that are engaging for non-experts.
- **Continuous improvement mindset.** You help find creative solutions to challenges, and have a strong learning mindset to grow your knowledge and skills. You are receptive to feedback, strive to learn from mistakes and experiences, and integrate those learnings in a thoughtful way to achieve stronger outcomes in the future.
- **Integrity, authenticity and a passion for creating transformative impact.** You believe in the work we're trying to achieve, and will act as a professional ambassador for Green Economy New Brunswick and Green Economy Canada. You model values of trust, vulnerability and integrity to foster a psychologically safe, enriching and high performing work culture to help us achieve our big, hairy audacious goals.



## How To Apply

Please tell us a bit about your interest in this role and send a resume to the attention of Emma Murphy, Director Sustainability & Innovation, at [hr@greeneconomy.ca](mailto:hr@greeneconomy.ca). Interviews will be conducted on a rolling basis starting the week of October 30, 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 organisation 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.**