

JOB TITLE: Network Coordinator, ClimateWest

**LOCATION: Anywhere in Alberta, Saskatchewan or Manitoba,
with a preference for Winnipeg, MB**

ClimateWest, launched in January 2021, is a central hub for climate services in Manitoba, Saskatchewan, and Alberta with a mandate to support people, communities, businesses, and governments to address climate change risks and vulnerabilities through planning and action. Core to ClimateWest's envisioned operations is a growing network of collaborators and experts in the Prairie region. ClimateWest is also part of a national network of climate service hubs affiliated with the Canadian Centre for Climate Services. To learn more, please visit www.climatewest.ca.

ClimateWest is seeking an outgoing, motivated and highly organized individual to serve as its first Network Coordinator. As a new non-profit in its start-up phase, you are joining a small team that demands creativity, flexibility and the ability to get things done. It is an exciting opportunity to play a role in building ClimateWest and advancing climate adaptation across a diverse region.

GENERAL

The Network Coordinator's will work very closely with ClimateWest's Executive Director to enhance core operations—some internal and some external—for the organization. The ideal candidate will be an excellent planner, organizer, communicator, and multi-tasker with some exposure or knowledge of climate data and climate change adaptation.

SPECIFIC RESPONSIBILITIES

The Network Coordinator will be responsible for the following tasks related to coordinating the activities of ClimateWest:

Internal Operations

- *Meeting organization and facilitation:* Organize and document meetings of various sizes, including identifying and inviting participants, developing agendas, facilitating sessions, and producing meeting reports.
- *Network communications:* Develop and administer systems to facilitate communication between ClimateWest's Board, Management Team, and other collaborators/partners.

- *Project development:* Support the Executive Director in fundraising activities, including the identification, design, and preparation of funding proposals.
- *Project management:* Prepare and present narrative and financial project reports, such as regular funder reports and updates, in collaboration with the Executive Director and bookkeeper. Supervise external consultants where appropriate.
- *General Administrative support:* Such as, support to the Executive Director in development of internal procedures, policies; provide travel and expense reporting.
- *Issue tracking:* Follow and summarize regional and national developments related to the production, translation, and sharing of climate data specifically, and climate risk assessment and adaptation generally.

External Operations

- *Manage the ClimateWest Help Desk.* Receive, triage, and respond to requests for data and information. Develop Help Desk tracking tool, and maintain a contact database of researchers, knowledge brokers, current users, and other important audiences.
- *Online Communications & Events:* Support the development of the Network's audience via its website, e-newsletter and event management. Liaise with a part-time communications officer on social media communication strategies.
- *Content Production & Roll Out:* Shape draft materials into a final product for digital and/or print (with external graphic design support, etc); support planning and execution of material release/promotion.
- *Partnership building:* Support Climatewest's development and maintenance of a network of partners including individuals from governments (federal, provincial, municipal), Indigenous communities, academia, the private sector, media, and civil society organizations.
- *Network presence:* Represent ClimateWest at a variety of informational and educational venues and events.

COMPETENCY PROFILE

The ideal candidate will bring to the position the following set of competencies:

Knowledge

- General knowledge of climate data, climate modeling, climate risk management, and/or climate change adaptation, particularly as it pertains to the Canadian Prairies.
- Familiarity with the physical and human geography of the Canadian Prairies.

Skills

- Demonstrated organizational planning skills, including ability to coordinate meetings and events.
- Clear ability to create, manage, and distribute communication products for different audiences.
- Excellent writing skills and strong oral communication skills.

- Strong interpersonal and networking skills.
- Computer literacy – Google Suite and Microsoft Office applications, knowledge of database packages, and experience in handling of web-based communications and management systems.
- Be results-focused, with an ability to manage and prioritize multiple and to work quickly and accurately under tight deadlines.

Attributes:

- Experience working autonomously, and (certainly for the near future) remotely.
- Cares about getting the details right, particularly for public-facing communications.
- Comfort with ambiguity and problem solving that is often the hallmark of new/start-up environments.
- Committed to building an organizational culture that is welcoming, inclusive and fosters trust.
- Passionate about making an impact.

QUALIFICATIONS

The Candidate should possess the following qualifications:

- A minimum of a bachelor’s degree or equivalent in a relevant field of the social or natural sciences (including, but not limited to climatology, geography, environmental science, environmental sociology, environmental policy).
- 2 to 3 years of experience working in an area relevant to the mandate of climate action or experience, ideally in non-profits.
- Experience developing and managing projects with multiple collaborators and/or stakeholders.
- Fluent in written and spoken English; ability to work (read, write, speak) in French considered an asset.
- Must be currently eligible to work in Canada.

Location: ClimateWest’s office is located in Winnipeg. Remote virtual work from anywhere in Alberta, Saskatchewan or Manitoba may be accommodated for the ideal candidate.

Reporting Relationship: This position reports to the Executive Director.

How to Apply: Please send a cover letter and resume to Jane Hilderman (she/her), Executive Director

Email: jhilderman@climatewest.ca

Closing Date: June 27, 11pm CST

Salary: \$45,000 – \$57,000 CAD

Start Date: Summer 2021

Job Status: Full-time employment

ClimateWest strives to build a team that reflects the diversity of the communities who call the Prairies home. We encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities. If we can make this easier through accommodation in the recruitment process, please reach out.

Candidates must hold appropriate work authorization for Canada. Only those candidates we wish to interview will be contacted. Resumes will be kept on file for one year.