

The District Municipality of Muskoka is currently recruiting for a Coordinator, Climate Initiatives



The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

The Opportunity

The Coordinator, Climate Initiatives is responsible for ongoing development, implementation, and tracking of the District's corporate response to climate change, including the District's New Leaf Climate Strategy (NLCS) and associated action plans.

What you will do:

- Lead the development and ongoing implementation of action plans related to the NLCS and other related environmental and corporate initiatives, including the District's Strategic Plan, in conjunction with District departments, municipal partners, and other stakeholders.
- Provide expertise and guidance to management, internal District departments, staff, and other stakeholders in developing climate action and resilience projects, programs, and policies.
- Facilitate and manage interdepartmental and intra-jurisdictional efforts to review existing and/or emerging climate initiatives and adaptation mitigation measures.

What you will need:

- University degree in a specialized occupational field such as Resource Management, Planning, Public Administration, Engineering, Environmental Science, or similar field.
- Minimum of five (5) years' related experience in progressively responsible roles, preferably from within the municipal or agency sector; substantive knowledge of climate initiatives is beneficial.
- Solid understanding of legislation, policy, and implementation instruments with demonstrated technical expertise, coupled with the ability to understand and interpret environmental and scientific information.

For a full outline of the responsibilities and requirements, please review the next page.

What we are offering

This is a **permanent full-time** opportunity at the District. The annualized compensation range for this role is **\$42.45 to \$45.79** per hour. The District is also proud to offer the following to our permanent employees:



The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), please review the "How to Apply" instructions on our website and then submit your application: www.muskoka.on.ca/careers

This posting closes on Wednesday, February 28, 2024 @ 12:00 p.m.

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.

Coordinator, Climate Initiatives

Department:	Community & Planning Services	Reports to:	Manager, Watershed Programs
Effective Date:	February 2024	Supersedes:	June 2022
Classification:	CUPE Inside Class 9 (pre-evaluation)	Job Evaluation Date:	Jan 2024 (pre-evaluation)

POSITION SUMMARY:
Responsible for ongoing development, implementation, and tracking of the District’s corporate response to climate change, including the District’s New Leaf Climate Strategy (NLCS) and associated action plans.

- DUTIES & RESPONSIBILITIES (not limited to):**
- Lead the development and ongoing implementation of action plans related to the NLCS and other related environmental and corporate initiatives, including the District’s Strategic Plan, in conjunction with District departments, municipal partners, and other stakeholders.
 - Provide expertise and guidance to management, internal District departments, staff, and other stakeholders in developing climate action and resilience projects, programs, and policies.
 - Facilitate and manage interdepartmental and intra-jurisdictional efforts to review existing and/or emerging climate initiatives and adaptation mitigation measures.
 - Act as a liaison between various levels of government, municipal stakeholders and related organizations, and internal District departments, to build climate awareness and buy-in to support varied strategic climate actions across Muskoka.
 - Develop and implement measurement and monitoring tools / protocols / key performance indicators to track progress toward climate goals. Prepare and present regular reports on results to District Senior Leadership Team (DSLTL), Committee, and Council.
 - Monitor, review, participate in local, regional, provincial, and federal programs related to climate action and resilience. Keep current on provincial, national, and international legislation, policies, and climate initiatives.
 - Make recommendations to keep the NLCS and associated action plans current by researching best practices, emerging technologies, and changing regulatory requirements.
 - Identify and pursue external resources, grants, and alternative funding opportunities, including but not limited to, developing grant proposals to maximize funding for municipal climate-related initiatives.
 - Develop, source, recommend and/or provide both internal and external (i.e., public) education programs to promote sustainable practices, reduce emissions, and raise awareness about environmental issues.
 - Develop tools, collect, assemble, maintain, and analyze various types of data, produce reports, and make presentations and recommendations that pertain to process, outcomes, and opportunities to advance climate-related initiatives in Muskoka.
 - Related duties as assigned.

- MINIMUM EDUCATION, EXPERIENCE & QUALIFICATIONS:**
- University degree in a specialized occupational field such as Resource Management, Planning, Public Administration, Engineering, Environmental Science, or similar field.
 - Minimum of five (5) years’ related experience in progressively responsible roles, preferably from within the municipal or agency sector; substantive knowledge of climate initiatives is beneficial.
 - Solid understanding of legislation, policy, and implementation instruments with demonstrated technical expertise, coupled with the ability to understand and interpret environmental and scientific information.
 - Proven success in securing funding from external sources (i.e., public and/or private grants).
 - Sound research, technology, and analytical skills to assess research findings, synthesize information, identify key issues, barriers and opportunities, and propose viable recommendations.
 - Effective written and oral communication skills to prepare communication materials such as policy and research papers, public presentations, and briefings for senior management.
 - Proven ability in strategic thinking, designing and implementing change, and achieving performance objectives.
 - Organizational and time management skills to handle competing priorities, and to complete assignments within timelines, working either independently or within a team.
 - Well-developed interpersonal and team skills to lead and/or participate on multi-disciplinary teams and cross-functional activities and projects within the District.
 - Ability to travel throughout the Muskoka Region, and possibly broader, for work related matters.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.