

The Town of Cobourg is seeking a **Sustainability Coordinator** to focus on the strategic planning and implementation of the Municipality's climate action priorities as outlined in the Cobourg Integrated Community Sustainability Plan, Official Plan, Climate Action Plan and Strategic Plan. This position will contribute to the development and implementation of municipal operating and corporate changes that support and guide sustainability efforts and other strategic planning initiatives, prepare the Municipality for climate change, reduce greenhouse gas emissions, reduce municipal energy consumption and costs and safeguard the well-being of staff and residents.

The primary duties of this position include:

- Implement, monitor and report on the Integrated Community Sustainability Plan (ICSP).
- Plan, develop and implement sustainability priorities, corporate policies, guidelines, programs, and regulations to enhance climate adaptation, mitigation, and energy conservation.
- Host an annual growth development and sustainability summit to collect important resident feedback.
- Work with the Town of Cobourg's Sustainability Committee and inter-departmental teams to deliver integrated success and approaches to sustainability, energy, and climate change.
- Liaises with Northumberland County and other regional partners to seek out and foster partnerships within the community to support the ICSP implementation, engage in sustainability-driven demonstration projects, and promote participation in future sustainability planning processes.
- Strengthen municipal policies and processes that support climate resilience and the reduction of greenhouse gas emissions.
- Encourage community partnership with external environmental and sustainability focused groups, profit and non-profit for program input and participation.
- Complete outreach, engagement and communication to residents on related events, and policies.
- Provide information necessary for departments to respond to media and public inquiries.
- Build a network of contacts to facilitate disseminating key messaging and promoting day-to-day sustainable actions.
- Provide recommendations on best practice initiatives and new municipal programs.
- Collaborate with the Town's Legislative Coordinator - Grant and Policy Writer in seeking out and developing grant applications to support programs, infrastructure, and policy development to achieve the Municipal climate action goals.
- Complete appropriate research to prepare reports and develop recommendations for Council.
- Monitor and report on KPIs related to the portfolio.

The successful candidate will possess the following skills and qualifications:

- Minimum three (3) years of experience in an office environment is required.
- Experience in sustainability, a municipality or the public sector will be considered an asset.
- Completion of a post-secondary education (university degree or college diploma) in a related field is required.
- Professional designation such as a Project Management Professional or certified Black Belt is considered an asset.
- Knowledge of program development processes and how to implement new initiatives including planning, costing, team building, implementation of strategies, feedback and evaluation techniques.
- Ability to develop strong partnerships and relationships with key internal and external stakeholders.
- Demonstrated proficiency in Microsoft Office 365 (Microsoft Word, Excel, Project, GIS mapping tools and Outlook), knowledge of accessible document formatting.
- Excellent interpersonal and communication skills, both written and oral.
- Well-developed planning and organizational skills.
- Highly motivated with the ability to work independently, as well as in a team environment.
- Demonstrated problem solving skills.



# Job Posting 24-47

## *Sustainability Coordinator*

The normal hours of work for this role are 35hrs a week Monday to Friday, however may be required to work evenings and weekends based on business needs. The successful candidate must possess a Class "G2/G" driver's license in good standing, have access to a reliable vehicle for use on corporate business and be able to provide a current acceptable driver's abstract and a current acceptable criminal records check.

**WAGE:**

The wage scale for this position is CUPE Inside Workers Grade 6: \$27.66/hr - \$34.57/hr.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [humanresources@cobourg.ca](mailto:humanresources@cobourg.ca) **no later than December 20, 2024**. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.