



Position Description

Title:	Climate and Energy Outreach Coordinator
Reports to:	CAO
Status:	Full-time (8-month term)
Classification:	Administration
Location:	Town Hall, 493 Main Street (and offsite)
Hours:	Monday – Friday, 8:30 am – 4:30 pm plus some evenings and weekends

Scope:

The Climate and Energy Outreach Coordinator is the front-line driver of community education and engagement efforts in Mahone Bay using techniques including door-to-door canvassing and community workshops. The coordinator works closely with Town staff to design, develop, implement, and evaluate climate and energy community engagement and outreach initiatives. The coordinator identifies and utilizes digital communication tools to engage residents.

The Climate and Energy Outreach Coordinator is responsible for assisting in developing new strategies to make clean energy more accessible for residents and businesses as well as for promoting existing programs.

Qualifications

Experience

- Applicants should have at least two (2) years of full-time, or equivalent part-time, experience working in a community setting (e.g. municipal, non-profit, or volunteer group);
- Experience with program design and development preferred;
- Community engagement, organizing, canvassing or issue-campaign experience a plus;
- Experience in renewable energy, energy efficiency, or a related field a plus;
- Preference will be given to applicants with a university degree in Engineering, Environmental Studies, Sustainability, Urban Planning or an equivalent.

Skills

- Demonstrated ability to commit to a team-oriented task or project;
- Quality-consciousness and exceptional attention to detail;
- Strong active listening and communication skills and experience with online communications channels and social media;
- Demonstrated understanding of energy and climate issues in the context of local government;

General

- Licensed driver with a willingness to travel as needed;

- Ability to walk/stand for up to five hours at a time in unpredictable weather conditions with reasonable accommodation;
- Ability to work offsite and after hours, occasionally on weekends, on an at-need basis and with advance notice;
- Candidates with a strong knowledge of Mahone Bay's neighborhoods will be considered favourably.

Summary of Principle Duties and Functions

- Serve as a front-line advocate that engages with residents on climate and energy;
- Communicate complex climate and energy issues in understandable and engaging ways in one-on-one or group settings;
- Effectively represent the Town by displaying professionalism and customer service;
- Conduct community outreach including door-to-door canvassing in town;
- Help develop, organize, and most importantly execute community campaigns and events;
- Develop and execute a work plan to identify and engage community stakeholders to promote energy efficiency programs and increase awareness and adoption of these programs;
- Support communications including online communications channels and social media;
- Work closely with Town staff to develop climate and energy content for factsheets, brochures, posters, web pages, and social media platforms;
- Stay up-to-date on developments that influence programs and projects;
- Support Town staff in developing strategies through research, logistical support and a willingness to contribute wherever needed;
- Assist with the creation of goals for programs and projects including intermediate objectives and timelines for achieving them;
- Perform related duties as required.