

### Climate Action Coordinator

Are you interested in contributing your skills and knowledge to addressing climate change? Do you enjoy building awareness and engaging diverse community members in changing problems that affect them – in this case, low-income people who are often left out of climate action discussions and activities? Are you interested in learning, practical research, and policy work related to local climate impacts and how to address them? Do you want to work somewhere that has a rich history and commitment to community work and co-developing strategies for systems change?

The Climate Action Coordinator position is new for West Neighbourhood House (West NH) thanks to a generous donor. This work grows out of our Strategic Plan and learnings from our Greenest City experiences. This position, located in our Greenest City Program, will be an asset to West NH as whole and will help to expand and deepen our climate action work with and within our local community. The position will also be a “green technology” resource for the re-development of one of our buildings and for community solutions to climate change.

**West Neighbourhood House is actively seeking applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West NH programs, or related programming from similar organizations, are also strongly encouraged to apply.**

**West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.**

#### Responsibilities:

- **Climate action awareness building, organizing, and community development:**
  - Build on existing West NH and community initiatives to increase awareness, further assess community needs, and co-design climate action activities with diverse low-income people and program participants;
  - Design and deliver public education about climate action using clear language and design and adult education principles (in consultation and coordination with our Indigenous Relations consultant and community development staff); and
  - Liaise between environmental groups and low-income and racialized people affected most by climate change, developing partnerships, activities, and forums when appropriate.
- **Public policy:**
  - Develop and maintain deep knowledge and be a knowledge leader on climate change issues affecting low-income urban communities;

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West Neighbourhood House is an equal opportunity employer. We thank all applicants, but only those candidates to be interviewed will be contacted.

## External Job Posting

- Research and recommend advocacy messages and strategies regarding system-level actions about preventing and responding to climate change (in consultation and coordination with our indigenous relations consultant, community development staff, and management); and
  - Build and contribute to leadership to cross-neighbourhood/sector-wide partnerships (e.g. Toronto neighbourhood centres, parkdale people's economy) to encourage and support other community groups and organizations to engage in climate action work centered on equity-deserving people.
- **An internal asset to West NH on its climate action journey:**
    - Research and evaluate “green” technology for use in the House, particularly in our potential new building (in consultation with our development consultants and architects);
    - Assess the levels of understanding of staff and program participants regarding climate action and strategize ways to improve their involvement in climate action;
    - Pursue opportunities to secure funding for this work (in coordination with supervisor and management);
    - Lead climate action projects; and
    - Assist in development of West NH climate action strategy and climate action program planning.
  - **General:**
    - Embody anti-racist, anti-oppressive, equity-seeking practice in all aspects of work, including with participants, community members, volunteers, donors, funders, neighbours, West NH staff, stakeholders, networks, and others;
    - Prepare materials, plans, reports (to supervisor, management, donor and any other funders), grant and funding applications;
    - Supervise staff, peer workers, consultants, volunteers, and student placements;
    - Work collaboratively on West Neighbourhood House initiatives and with various teams; and
    - Participate in West Neighbourhood House activities and other duties as required.

### Qualifications:

- Master's degree in environmental studies or equivalent education and training;
- 3 years experience in climate action work with familiarity with climate science and green technology;
- Demonstrated understanding of climate change impacts on low-income and/or racialized and Indigenous peoples
- Ability to apply anti-racist and anti-oppressive practice, including self-reflection, in all aspects of work;
- Demonstrated ability in community education, engagement, organizing using popular or adult education;
- Ability to generate and inspire great ideas about how to build community capacity in climate action and policy analysis;
- Experience with partnership development, stakeholder engagement, coalitions and networks;
- Good research skills, including critical analysis of new green technology;
- Excellent written and verbal communication skills;

## External Job Posting

- Ability to work independently with accountability to others and demonstrated to plan, lead and deliver multiple projects on time;
- Proven organizational skills to manage competing priorities and meet deadlines;
- Proficiency with digital program delivery, office software, basic databases, and social media;
- Demonstrable commitment to ongoing learning and professional development; with openness to experimental and creative approaches;
- Flexibility for scheduling and ability to work evenings and weekends as program requires;
- Ability to travel frequently within the catchment area (approx. 15 sq km);
- Ability to speak a language relevant to the neighbourhood is an asset; and
- Knowledge of downtown west Toronto communities is an asset.

<b>Status:</b>	1 Year Contract with possible extension (CUPE Local 3393 Bargaining Unit Position)
<b>Start Date:</b>	ASAP
<b>Hours:</b>	35 hours per week, including regular evening and weekend work
<b>Rate:</b>	\$30.69 per hour
<b>Unit:</b>	Community Programs & Systems Change
<b>Immediate Supervisor:</b>	Manager, Families, Newcomers and Climate Action
<b>Posting Date:</b>	September 30, 2024
<b>Closing Date:</b>	October 21, 2024
<b>Note:</b>	West Neighbourhood House provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. Applicants should make their needs known in advance.

**Please submit your cover letter and resume clearly indicating “Climate Action Coordinator” by 5:00 p.m. on the closing date to:**

Hiring Committee  
588 Queen Street West  
Toronto, Ontario  
M6J 1E3  
[jobs@westnh.org](mailto:jobs@westnh.org)