

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

OFFICE OF CLIMATE CHANGE INITIATIVES-(OFFICE OF CLIMATE CHANGE INITIATIVES – LOCATION – 71 MAIN STREET WEST, 7TH FLOOR)

PROJECT MANAGER CLIMATE CHANGE INITIATIVES

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Office of Climate Change Initiatives and Programs, the Project Manager will provide strategic and operational support for the various projects and initiatives supported or directly managed by the Office. This will include serving as secretariat for the newly formed Community Climate Advisory Committee, providing administrative support for building retrofit and other City climate programs, and coordinating a 'Community Climate Initiatives' communications strategy.

The Project Manager will provide support in a team environment in order to ensure that the City's obligations to implement the Hamilton Climate Action Strategy are fulfilled.

The position will work with staff and consultants in the delivery and direction of services to the public, stakeholders and internal staff, related to climate mitigation and adaptation including event planning and logistics; marketing and outreach; and support for corporate, community, and institutional partners.

The Project Manager will ensure that the newly formed Community Climate Advisory Committee is supported by serving as Committee secretariat and liaison between the CCAC and senior staff in the Office of Climate Change Initiatives.

The Project Manager will organize community outreach and education via virtual and in-person events, and work with Corporate Communications to realize effective implementation of a social media information campaign and to ensure that web-based information related to the Hamilton Climate Action Strategy is kept current.

The Project Manager will support the Senior Project Manager with the administration of programs to facilitate retrofits of existing building stock in the City of Hamilton.

GENERAL DUTIES

Organizes, develops content, coordinates and promotes professional and public workshops, public forums and other community events related to Hamilton's Climate Action Strategy in order to facilitate community partnerships, engage the public, and engage municipal partners in the implementation of the Hamilton Climate Action Strategy.

Develops promotional material for Office of Climate Change Initiatives (OCCI) events and strategies.

Tracks structure, progress, effectiveness of community climate advisory committees in other jurisdictions, and proposes ways to increase effectiveness of Hamilton's CCAC where appropriate.

Responsible for contributing to the completion of OCCI progress reports, and other reporting as required.

Establishes partnerships with both public and private sector to share information about the Hamilton Climate Action Strategy, the role that stakeholders can and should play in Strategy implementation, and how community stakeholders can get involved.

Participates on various corporate committees as required.

Responds to, or coordinates OCCI responses to inquiries of both a technical or general nature from the public, staff in other departments, municipal and government agencies.

Provides support and recommendations for the OCCI program budget. This includes participating in the development of OCCI current budgets, filling budget requests, allocating expenditures, monitoring year over year performance for certain program and project elements.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Post-secondary education in environmental science, geography/environmental studies, planning, environmental engineering or any related discipline. A focus on climate is preferred.
2. Superior communications skills including experience preparing social media content, blogs, newsletters, and other materials designed for a general reader audience.
3. Knowledge or experience with communicating complex topics to a variety of stakeholders in a clear, concise, and accessible format.
4. Demonstrated experience with project coordination/administration in a government, private sector, or not-for-profit environment.
5. Experience working with a diverse mix of community stakeholders, ensuring EDI principles are upheld when facilitating community outreach and education efforts.
6. Experience and knowledge of the local Hamilton context, particularly as it relates to vulnerable and marginalized community members and climate justice, is considered to be an asset.
7. Considerable experience working in the environmental sustainability/ climate mitigation and adaptation fields, including meeting and event planning and logistics, marketing and outreach experience, program coordination and policy analysis.
8. Highly developed ability to articulate a vision to lead and inspire others.
9. Highly effective leadership, facilitation, communication (written and oral), presentation, interpersonal and organizational skills.
10. Demonstrated ability to work as part of a multi-disciplinary staff team in a results-oriented environment.
11. Experienced in designing and delivering customer focused programs and services.
12. Ability to interact effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
13. Working knowledge of computer software applications.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.