

---

## **Job Posting – Energy Coordinator, Ecology Action Centre May 2020**

### **ABOUT US**

The Ecology Action Centre is a dynamic and vibrant environmental charity based in Nova Scotia. Since 1971, we have proudly served in a leadership role, tackling critical environmental issues from biodiversity protection to climate change to environmental justice. Grounded in community, we are a strong voice and watchdog for our environment, taking a holistic approach to the environment, our economy, and the creation of a just and sustainable society.

We strive to promote a diverse and inclusive organizational culture that emphasizes strong values, collaboration, quality work, and real impact. We value our members, volunteers, staff, and partners. We have a team of incredible people who share ideas, friendships, and a contagious level of inspiration and determination to make the world a better place.

### **ABOUT YOU**

You are an enthusiastic environmental campaigner with specific interest and knowledge of renewable energy, energy efficiency and energy policy, and are looking for a dynamic and challenging opportunity to address climate change in Nova Scotia and beyond.

### **POSITION RESPONSIBILITIES**

The Energy Coordinator is responsible for strengthening and helping to coordinate EAC's work in energy policy advocacy, research, program development and campaigning. This individual will use their project management know-how to help the Energy Team effectively move their campaigns from conception to implementation. Key campaigns at this time include working on the phase-out of coal fired electricity, the provincial Sustainable Development Goals Act, and a just transition to an inclusive and low carbon green economy. This position will work with other Energy Team members, and reports to the Director of Programs.

Additionally, position responsibilities include:

- Building and strengthening relationships with our allies and partners. This work will focus on but not be limited to working with: workers, Mi'kmaq communities, African Nova-Scotian communities, and rural communities to support their existing needs, research and campaigns;
- Delivering EAC's messages to stakeholders, responding to media requests and being a spokesperson as needed.
- Creating and implementing plans to sustain and expand EAC's reach by identifying opportunities for partnerships and through public outreach, community events and EAC initiatives.

- Consulting with Energy team members and Director of Programs in order to identify relevant regional, national and international organizations in which to build coalitions and bridge efforts, initiatives and campaigns
- Working with EAC communications staff to create content for media, social media, and internal and external publications;
- Event planning, logistical responsibilities and organizational support for public meetings, events and mobilization;
- Participating in stakeholder consultations, regulatory proceedings and advisory boards
- Identifying and supporting the pursuit of fundraising and grant opportunities;
- Support the overall work of the Ecology Action Centre; and
- Other duties as required.

#### **REQUIRED SKILLS AND EXPERIENCE:**

- At least two years of experience in organizing, planning and/or supporting advocacy campaigns in either a professional or volunteer capacity.
- Familiarity with provincial and national energy and climate change regulations and legislation.
- Comfort and experience taking complex or technical information and transforming the details into engaging narratives and mobilizing campaign language.
- Strong interest in the greater effects of climate change on different communities and peoples based on gender, race, class, geography, etc. and the relationship between climate change, social justice, and community health.
- Experience working with Indigenous communities, African-Nova Scotian communities or other communities of colour to support their operations, projects, events or political endeavours.
- Experience in facilitation, leading or supporting community events or workshops, and general event planning.
- Comfort and experience in public speaking.
- Sees inclusion as a lens for everything from strategy to program design, communication plan and delivery.
- Proven skills in reviewing and compiling research on topics of interest, and excellent communication skills, both oral and written.
- Project management skills: ability to work independently and as part of a team, effectively manage multiple tasks, effectively manage a budget and use time efficiently.
- Computer literacy in MS Office, including Word, Excel and PowerPoint.
- Available some evenings and weekends and willing to travel.

#### **DESIRABLE SKILLS AND EXPERIENCE:**

- Experience with communications, social media and traditional mass media, and working with web-based platforms.
- Experience working for a non-profit organization, First Nation Band, co-op, labour organization, or community enterprise.
- Experience working with volunteers.
- Experience working with governments on policy matters.
- Education or training in social sciences, community organizing, natural sciences or public policy.
- Experience managing projects and budgets, and developing funding proposals.

## TERMS OF EMPLOYMENT:

- Start date: June 2020
- 37.5 hours/week at \$23-25/hr, commensurate with experience
- Cost shared benefits plan and 4 weeks paid vacation per year

**Location:** Halifax, Nova Scotia in EAC's newly renovated, highly energy efficient office.

**TO APPLY:** Please email your cover letter and resume to **employment@ecologyaction.ca** with *Energy Coordinator* and your name in the subject line. Due Date: May 20, 2020. We thank all applicants for their time and interest, however only short-listed applicants will be contacted.

The Ecology Action Centre is committed to employment equity and encourages applications from individuals in traditionally marginalized groups such as, but not limited to: African Nova Scotian and other racialized people, Indigenous people, lesbian, bisexual, gay, transgender and queer people, and persons with disabilities. We encourage applicants to self-identify in their cover letter or application if they are a member of a marginalized community. Diversity is a stated value of the Ecology Action Centre. Moreover, diversity in the EAC community is a strength that we seek to cultivate. It is the responsibility of every employee of EAC to foster a culture that embraces and promotes diversity.

The Ecology Action Centre was founded in 1971 and is one of Nova Scotia's largest environmental organizations. The Centre always welcomes new members and volunteers: [www.ecologyaction.ca](http://www.ecologyaction.ca)