



SUSTAINABILITY PROGRAMS SPECIALIST

1-Regular Full-Time and 1-Temporary Full-Time

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

Reporting to the Manager of Environmental Sustainability, the Sustainability Programs Specialist is responsible for researching, developing, implementing and reporting on programs, policies and initiatives that support the City's environmental sustainability plans and strategies.

You are passionate about advancing community and corporate climate action and making a significant impact on adaptation and community resilience, greenhouse gas emissions, energy use, resource consumption and community waste. You understand the power of data and get excited by the opportunity to develop, track, analyze and report on sustainability indicators. You excel in leading the development and delivery of creative and innovative sustainability and climate action projects.

You are masterful at building strong relationships with City staff and stakeholders to identify and implement initiatives that advance sustainability progress, and seek opportunities to collaborate on the development and implementation of education and engagement campaigns. You will support and supervise staff and direct consultants, contractors and volunteers, as well as positively represent the Engineering and Public Works department on programs and committees while cultivating internal and external partnerships.

Minimum Qualifications

The ideal candidate will have completed a Bachelor's Degree in sustainability, environmental science, engineering, planning or a related discipline and have 3 or more years of related experience that includes:

- Demonstrated proficiency with project management, contract administration, business case development, and budgeting processes
- Sound knowledge of principles, best practices, strategies, technologies, and systems related to environmental sustainability, energy, and climate action (mitigation and adaptation) efficiency, including their application in policy, regulation, and relevant federal and provincial legislation within a local government context.
- Demonstrated ability to collect, interpret, and effectively present complex technical data to internal and external audiences
- Supervising the work of junior staff, and directing and overseeing the work of consultants, contractors and volunteers.
- Excellent verbal communications skills, interpersonal skills, and presentation and facilitation skills appropriate for a variety of audiences

An equivalent combination of education, training, and experience may be considered. A valid BC Driver's license is required.



What We Offer:

This CUPE position has an hourly rate range of \$44.20 to \$52.20 (2024 rates). The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on November 15, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.