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## **Job Title: Climate Action Coordinator (Electric Mobility) - Climate Action Program**

**Req ID:** 1125

**Business Unit:** Parks Recreation and Environmental Services

**Division:** Parks Recreation and Environmental Services

**Regular/ Auxiliary:** Regular

**Term:** 15 month term - January 2025 to March 2026

**Pay Grade:** CAN/05/02/J16

**Rate of Pay:** \$42.97 - \$48.72 per hour

**Hours of Work:** 70 hours bi-weekly

**Posting Date:** **December 6, 2024**

**Closing Date:** **January 8, 2025**

### **Summary**

Working within the regional Climate Action service, the position will be responsible for advancing planning, policy and program efforts that support planning and implementation of a range of climate action initiatives. This position will lead the implementation of a regional electric mobility program with a focus on increasing electric vehicle charging infrastructure.

### **Key Duties & Responsibilities**

- Implements the Capital Region Electric Vehicle (EV) Infrastructure Roadmap, and electric mobility (e-mobility) related activities within the CRD's Climate Action Strategy.
- Coordinates efforts with other CRD departments, local government and community partners in advancing other priorities within the CRD's Climate Action Strategy.
- Identifies and develops relationships with community stakeholders (e.g., senior governments, community groups, utilities, non-governmental organizations, industry, etc.).
- Identifies, coordinates and monitors EV infrastructure installations and operations for corporate fleet and public infrastructure.
- Provides technical guidance and support related to regional e-mobility and related infrastructure.
- Identifies and advances opportunities for external funding sources and partnerships to support planning and implementation of climate action initiatives, including the regional electric mobility program.
- Oversees project budgets and manages grant reporting.
- Drafts memos, proposals, business cases and presentations to internal divisions and external partners.
- Oversees technical and planning studies and EV infrastructure construction, including overseeing consultants and contractors.
- Implements awareness campaigns and capacity building activities.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

### **Key Skills & Abilities**

- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Demonstrated ability to collaborate effectively with diverse groups of professionals and across multiple disciplines.

- Demonstrated project management skills, including overseeing the work of consultants and contractors.
- Experienced in report writing, financial analysis and budget management.
- Experience related to electric vehicle infrastructure and electric mobility planning.
- Applied knowledge zero/low emission transportation approaches and technologies.
- Understands the linkages for climate action within community planning processes, policies and programs.
- Strong grant and proposal writing, and grant administration skills.
- Ability to develop compelling business cases and write comprehensive reports.
- Ability to effectively and efficiently plan, organize and manage workloads and projects, set priorities, meet deadlines and work under pressure.
- Excellent organizational and analytical skills.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel) and presentation (MS PowerPoint) software.

#### **Qualifications**

- Degree in a related discipline
- A minimum of 3 years' directly related experience
- An equivalent combination of education and experience

#### **Certifications**

- Valid BC Driver's Licence

#### **APPLICATIONS**

To apply for this exciting opportunity, visit [Climate Action Coordinator \(Electric Mobility\) - Climate Action Program Job Details | Capital Regional District](#) please click "Apply now" to submit your resume and covering letter online.

We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.

*The Capital Regional District wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.*