

Project Coordinator, Climate Action (Exempt - Temporary)

Job Requisition	JR-2025-46 Project Coordinator, Climate Action (Exempt - Temporary) (Open)
Job Family	Exempt
Start Date	2025-03-11
End Date	2025-04-11
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Community-Services-Building/Project-Coordinator--Climate-Action--Exempt---Temporary-_JR-2025-46
Description	Application Closing Date:

Apr 11, 2025

NOTE: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

\$71,136.99 - \$83,690.58

Two Year Term

Reporting to the Manager, Long Range Planning & Sustainability, and under the supervision of the Specialist, Climate Action, this role will coordinate the planning, development and delivery of climate action initiatives and communication campaigns to drive behaviour change in the community and within the City of Vernon. The ideal candidate will have a combination of experience and education in community outreach, communications, marketing, project management, and environmental sustainability.

Duties Include:

- Coordinate a variety of climate action community outreach programs, such as building energy retrofit services, active transportation initiatives, climate resiliency workshops, green business planning, youth engagement, Sustainability Grants, and the Tree Voucher program.
- Coordinate the development and delivery of communication and marketing materials for outreach programs, such as posters, brochures, displays, signage, webpages, social media, videos/animations, presentations, workshops, webinars, press releases, or paid advertising.
- Prepare reports on climate action community outreach programs and make recommendations for continuous improvement of programs.
- Research best practices in climate action community outreach, community-based social marketing, and behavior change theory.
- Source and coordinate consultants and contractor teams to ensure delivery of full scope of services, and evaluate performance ensuring that the quality of work is within City standards.
- Attend community events and meetings, and delivering public presentations.
- Seek out and initiate community partnerships to enhance project delivery and impact.
- Respond to enquiries and explain projects and initiatives.
- Assist with project budgets throughout the project lifecycle, making recommendations to the Specialist, Climate Action.
- Support internal City of Vernon climate action work, such as natural asset planning, City building energy efficiency research, greenhouse gas forecasting, long-term planning, and policy development.
- Assist with preparation for meetings with City Administration, the Climate Action Advisory

- Committee meetings and City Council, attending as required.
- Performs other duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Minimum two (2) years of post-secondary education in related discipline such as marketing, communications, or environmental sustainability.
- Minimum two (2) years of experience with public communications, community outreach, social-based marketing, behavior change campaigns, project management, or similar experience; preferably in the area of environmental sustainability and climate change.
- A combination of related education and experience may be considered.
- Valid BC Drivers' License Class 5.

Required Knowledge, Skills and Abilities:

- Excellent verbal and written communication skills, including presentation skills.
- Ability to drive change and shift behaviors through creative community outreach, social-based marketing, and program delivery that removes barriers and motivates action.
- Experience with environmental sustainability or climate action initiatives.
- Knowledge and experience of project management methodologies.
- Ability to independently coordinate projects to achieve stated outcomes.
- Competent in managing several projects at one time.
- Participate effectively in a creative team setting and in group problem solving.
- Experience tracking program performance, metrics, and report writing.
- Skilled community liaison with external organizations, interest groups, and the general public.
- Excellent computer/technology skills and aptitude.
- Ability to work evenings and weekends, as required.

To Apply:

Please submit your resume, quoting the appropriate competition online at vernon.ca/careers by selecting "apply" and creating a candidate profile. Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Fixed Term (Over 1 Year) (Fixed Term)
Location	Community Services Building
Time Type	Full time
Locations	
Supervisory Organization	Climate Action