

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents.

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following vacancy:

Sustainability Officer

Temporary, full-time (Approximately 16-month contract)

Hourly rate: \$37.80 - \$47.24/ hour (based on a 35-hour work week).

Work Location: 555 Courthouse Road, Cobourg, Ontario.

Reporting to the Associate Director, Operations, you will primarily be responsible for working on the development and implementation of the County's Climate Action Strategy, including the Corporate Greenhouse Gas (GHG) Emissions Reduction Plan and Adaptation and Resiliency Plan. You will contribute to the design and execution of operational and institutional changes that will lead to operational savings, the reduction of GHG emissions, and reduce vulnerability to climate change impacts. You will lead multi-stakeholder projects related to climate change mitigation and adaptation priorities, including the development and implementation of programs, guidelines and policies. You will also be responsible for broader capacity-building and knowledge-sharing activities and deliverables.

Qualifications & skills:

- You have a University Degree in Engineering, Environmental Science, Climate Change or Environmental Studies or an equivalent combination of training and experience.
- Knowledge of Ontario's Made-in-Ontario Environmental Plan, Canada's 2030 Emissions Reduction Plan and Canada's National Adaptation Strategy.
- Demonstrated knowledge and experience in the areas of GHG emissions reductions strategies and implementation, climate resilience, and asset management.
- Demonstrated understanding of climate change issues and sustainable development within the context of municipal government.
- Experience with GHG software and conducting GHG inventories is considered an asset.
- Ability to effectively communicate and explain climate change issues and GHG emissions reductions strategies to senior management staff and Council, in written and presentation-style formats. Excellent writing and communications skills (e.g. ability to write succinct reports and prepare communication materials).
- Strong research and analytical skills (e.g. ability to conduct rigorous research, summarize findings, and present recommendations).
- Proficiency in Microsoft Office Suite (Word, Outlook, Excel) and relevant computer programs.
- Strong ability to multi-task, with attention to detail and ability to work well independently and as part of a team, as well as, demonstrated skills in leading consensus-based decision making.
- Skilled in building strong partnerships with municipal and community organizations and leading stakeholder consultations to inform project planning and development.
- Understanding of the program development process and how to implement new initiatives, including planning, costing, developing grant applications, team building, implementation

strategies, and building in feedback and evaluation techniques.

What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

What We Offer:

- **Comprehensive Health Plans:** We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- **Competitive Compensation:** We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- **Livable Communities:** Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- **Learning and Development:** Professional development is at the heart of our success, providing opportunities for growth and excellence.
- **Retirement Savings:** We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- **Employee and Family Assistance Plan:** Our wellness program includes health support and assistance to ensure your well-being.
- **Work-Life Balance:** We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

How to Apply:

A valid Class G driver's license with a clean abstract and access to a personal vehicle is required. A 3-year uncertified driver's record obtained from Service Ontario must be submitted with your resume.

Resumes submitted without an acceptable driver's abstract will not be reviewed.

When emailing your application, please indicate what source you found this posting and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (docx) or Adobe (pdf)). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

The successful candidate will be required to submit a satisfactory vulnerable sector check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

We invite you to submit your application **by 4:30pm on Thursday, September 11, 2025**, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6

[Email: hr@northumberland.ca](mailto:hr@northumberland.ca)

Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.