



**CLIMATE ACTION OFFICER
ENVIRONMENT AND SUSTAINABILITY**

NATURE OF WORK: The Climate Action Officer is responsible for leading the development and implementation of climate actions for the City of Charlottetown, as directed by Mayor and Council, and as led by the Manager of Environment and Sustainability. The incumbent will design and deliver public engagement programs, events, and communications to advance the climate action agenda of the City. The incumbent will be a resource to all management and staff and will support the Manager of Environment and Sustainability to serve as a resource to Council on climate action programs.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Environment and Sustainability.
- Acts as a resource to Council, Managers, and staff on climate actions.
- Develops and maintains partnerships with community organizations, institutions, other municipalities, professional groups, and businesses on climate action.
- Serves as the primary point of contact for public inquiries regarding the City's climate actions.
- Develops and maintains close working relationships with Environment and Sustainability staff and all City employees to work effectively on climate action.
- Deals with the public with integrity and in a professional and courteous manner.
- As a committed member of the team for the City of Charlottetown, the Climate Action Officer acts as a positive role model for all employees throughout the organization in provision of excellent service to our citizens.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Works to set climate action priorities and plans for the municipality, incorporating the existing Integrated Community Sustainability Plan.

- Instills climate action concepts in all of the City’s operational areas.
- Initiates and coordinates cross-departmental projects related to climate action under the direction of the Manager of Environment and Sustainability.
- Develops and maintains partnerships with community organizations, government departments, academic institutions, businesses, and residents to further the City’s climate actions.
- Ensures that climate action plans, related bylaws and policies are maintained and updated as required in order to preserve a strong framework for the City’s climate action agenda.
- Leads the development and delivery of education campaigns, community engagement and programs that support the City’s climate action goals in areas including transit, waste, active transportation, lawn care/gardening, urban agriculture, and food security.
- Supports other department staff in the development and delivery of education campaigns, community engagement and programs that support the City’s climate action goals in areas including energy, urban forestry, water, and land-use planning.
- Responsible for the timely and transparent administration of the City’s Community Sustainability Micro-grant program.
- Initiates and participates in internal, regional, and inter-governmental committees and working groups focused on climate action.
- Supports the Manager of Environment and Sustainability in creating and managing annual operating budgets, capital budgets and project budgets that relate to climate actions, as well as applies for funding as applicable.
- Launches internal initiatives and collaborates with internal staff to ensure the City is leading by example in the area of climate action.
- Prepares presentations, reports, and recommendations to the Environment and Sustainability Standing Committee and Council.
- Supports the Manager of Environment and Sustainability in preparing regular reports to the City management team as well as provides input and guidance for the formulation of relevant strategies, policies and procedures related to climate action.
- Conducts research in best practices in the field of climate action and proposes new initiatives to be implemented by the City.
- Represents the Environment and Sustainability Department in work relating to social media and department web page management.
- Coordinates the enforcement and education of the City’s Cosmetic Pesticide Bylaw.
- Prepares and documents benchmarks on key areas of climate action to enable measurement of progress and prepares annual reports for internal and external distribution on progress.
- Supervises Water Coordinator, contract staff and interns, as assigned.
- Performs other such related duties, responsibilities and functions as may be assigned.

REQUIRED COMPETENCIES:

- Thorough and broad knowledge in the field of environment, sustainability, and climate action.
- Advanced skills with Microsoft Office programs and internet applications.
- Excellent organizational and leadership skills and the ability to work as part of a team and in a fast-paced environment.
- Strong analytical and problem-solving skills; sound judgment and excellent decision-making skills.
- Ability to effectively communicate and engage others with strong writing, presentation, and listening skills that promote understanding and clarity in a respectful manner.
- Demonstrated ability to plan, organize and direct new programs.
- Exceptional presentation skills and the ability to act as a facilitator in a multi-stakeholder engagement process.
- Working knowledge of municipal government operations and overlying procedures as well as urban planning and development.
- Working knowledge of corporate budgeting principles and the ability to apply financial and budgetary skills.
- Proven ability to work effectively with elected officials, fellow employees, the media, and the public
- A history of being a self-starter and taking initiative on new projects.
- Good personal mastery and performance as a team player, with proven ability to role model the behaviours associated with a constructive culture and a commitment to health, wellness, and safety.
- Ability to work overtime on occasion to accommodate evening meetings and events.

REQUIRED QUALIFICATIONS:

- A post-secondary degree in environmental science in a field related to sustainability.
- Must have a minimum of five (5) years' experience in the area of sustainability related administration.
- Experience working with Content Management Software would be an asset.
- An equivalent combination of education and experience may be considered.

Salary: \$81,721.13 - \$96,143.30 annually as per the UPSE Collective Agreement

How to Apply:

Please submit a cover letter, detailed resume, and references by e-mail to jobs@charlottetown.ca. Your application must be clearly marked “**Application for Climate Action Officer – Environment and Sustainability**” and submitted by **April 24, 2026, at 4:00 PM**.

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination for all employees. Please contact us at jobs@charlottetown.ca or 902-629-4135 to request accommodation so that we may help you to submit a timely application and have an equal opportunity to compete for jobs.