



## **SUSTAINABILITY PROJECT COORDINATOR**

**NATURE OF WORK:** Under the supervision of the Climate Action Officer, the incumbent will develop and execute climate action-focused outreach, education, and events. Work will also include supporting research, programming, policy, and bylaw development relating to the City's climate action efforts and Plan.

*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 to the Climate Action Officer.
- Works closely with the Water Coordinator, Energy Management Engineer, Sustainable Transportation Officer, and the Forest and Environment Officer.
- Develops and maintains partnerships with City staff in various departments, community organizations, institutions, other municipalities, professional groups, and businesses on sustainability efforts.
- As a committed member of the City of Charlottetown team, the Sustainability Project Coordinator will act as a positive role model for all employees throughout the organization.
- Deals with the public with integrity and in a professional and courteous manner.

### **PRIMARY FUNCTIONS/ACCOUNTABILITIES:**

- Under the direction of the Climate Action Officer, develops and leads the delivery of sustainability and climate action related outreach, education campaigns, and events. Focus areas include but are not limited to energy; climate change adaptation; water; active transportation; transit; food security; urban forestry; environmental conservation, and waste reduction.
- Develops marketing materials and strategies to promote the City's climate action efforts and programming in consultation with the Communications Officer and Climate Action Officer.
- Supports the Climate Action Officer in the development and implementation of a Climate Action Plan for the City of Charlottetown.

- Works closely with the Climate Action Officer to support the development and implementation of climate action programs and initiatives. This includes the review and writing of bylaws, policies, and guidelines for Council consideration.
- Responsible for the promotion and coordination of the Bike Rack Cost Sharing Program, Bike Friendly Business Program, and annual updates to the City of Charlottetown Bike Map.
- Supports the Climate Action Officer in collecting and maintaining data and information to inform the City's climate change efforts and related annual reporting.
- Research best practices in the sustainability and climate action fields to design effective programs and initiatives.
- Applies for funding under the direction of the Climate Action Officer and Manager of Environment and Sustainability.
- Prepares and presents information to City management, Committees and Council, as required.
- Performs other related duties, responsibilities and functions as may be assigned.

#### **REQUIRED COMPETENCIES:**

- Sound working knowledge of the field of sustainability and climate action.
- Advanced verbal, and written communication skills and the ability to engage others.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office software.
- Sound working knowledge of municipal government operations.
- Excellent judgement and the ability to handle highly sensitive and confidential data and situations with tact, professionalism, and discretion.
- Ability to effectively communicate with strong writing, presentation and listening skills that promote understanding and clarity in a respectful manner.
- Excellent organizational skills to balance several tasks and complete work in a timely manner.
- Excellent research skills, survey development skills and the ability to complete effective funding applications.
- Demonstrated ability to plan, organize and direct new programs.
- A proven history of being a self-starter and taking initiative on new projects.
- Ability to work independently with good self-motivation.
- 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 to accommodate evening meetings and events as required.

## **REQUIRED QUALIFICATIONS:**

- Post-secondary degree or college diploma in environmental studies or in a field related to sustainability.
- Must have a minimum of two (2) years' experience in sustainability related administration.
- Experience working with Content Management Software would be an asset.
- Occasional evening and weekend hours are required.
- An equivalent combination of education and experience may be considered.

**Salary: \$64,023.15 - \$75,320.92 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](mailto:jobs@charlottetown.ca). Your application must be clearly marked "Application for Sustainability Project Coordinator – Environment and Sustainability" and submitted by June 2, 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](mailto: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.