



Sustainability Coordinator (Full-Time Temporary)

Job No: 26069 Location: Penticton

[Role Overview](#) [Application Form](#)

About the City of Penticton

Penticton is a vibrant, innovative waterfront city known for its commitment to sustainability, community well-being, and economic opportunity. With a strong focus on good governance, collaboration, and service excellence, the City is dedicated to enhancing the quality of life for residents, businesses, and visitors alike. As one of the most active development regions in British Columbia, Penticton features a diverse mix of large-scale and complex construction projects.

Penticton has been recognized as one of Canada's most livable cities, according to latest rankings by The Globe and Mail, ranked as the eighth most livable medium-sized city in Canada. Nationally, Penticton earned high marks for access to amenities (11th in Canada), #11 for midlife transitions and #11 for retirement, as well as #13 for young professionals. Penticton also placed within the top 20 in the categories of raising kids (#19), contributing to an overall ranking of 35th across Canada. Rooted in agriculture and surrounded by natural beauty, Penticton is known for its orchards, wineries, and craft breweries—making it one of Canada's top wine destinations. More than 100 years since its incorporation, Penticton continues to grow as a place to live, work, and play.

For more information, please visit our website at [penticton.ca/](https://www.penticton.ca/) (<https://www.penticton.ca/>).

For more information about life in Penticton, please visit [visitpenticton.com/](https://www.visitpenticton.com/) (<https://www.visitpenticton.com/>).

About the Opportunity

The City of Penticton is looking for a Full-Time Temporary (12 months with the possibility of extension) **Sustainability Coordinator**, based in **Penticton, B.C.**

Reporting to the **Sustainability Supervisor**, the **Sustainability Coordinator** helps to plan, organize, and participate in the development of sustainability initiatives. The primary objective of this position is to develop and support initiatives that transition Penticton towards a resilient and low-carbon future. The position regularly collaborates with other departments and agencies on plans and strategies, program development and support, and action implementation.

Key Responsibilities:

- Strategically implement the Big Move actions of the Corporate Energy and Emissions Plan and Community Climate Action Plan.
- Track and report on community and corporate energy use, fuel consumption, and GHG emissions.
- Monitor budget and program expenditures, maintain work records, and prepare related reports.
- Reporting on the progress of the City's Climate Action Charter commitments, and making recommendations for improvements and actions to further reduce GHG emissions.
- Support engagement with community and industry stakeholders regarding opportunities to reduce GHG emissions and to gather input on potential policies and programs.
- Establish and maintain effective communication and coordination across departments within the City as well as with the public and external organizations as required.
- Explore funding mechanisms to advance community energy and GHG reduction opportunities, including partnerships with utilities, government agencies, and others.
- Plan, implement and attend community events and workshops related to environmental programs and GHG reduction awareness.

This role is a great fit for someone who enjoys working with the public, solving problems related to behavioural change, and can withstand conflicting priorities on a tight timeline.

Required Knowledge, Abilities & Skills:

- Knowledge of the practices, procedures, legislation, policies, and bylaws governing sustainable transportation and mobility, buildings, land use, infrastructure, agriculture, waste, water, and other relevant sectors.
- Knowledge of climate change mitigation and adaptation (policy, action, and science), and energy and GHG emissions management and reporting.
- Excellent interpersonal skills with a strong ability to collaborate, build relationships, and work effectively with internal teams, external partners, stakeholders, and the community to achieve shared sustainability and climate action goals.
- Exceptional verbal communication and facilitation skills, with the ability to present complex information to diverse audiences in an accessible and engaging manner.
- Strong technology skills, including a minimum of intermediate proficiency in current software programs.
- Ability to work co-operatively or independently, problem-solve and exercise independence of judgment.
- Ability to represent the City of Penticton in various public engagements, including presentations, running information booths, and attending climate events.
- Strong writing skills (reports, policies, and procedures).
- Experience overseeing the work of external consultants, contractors, and volunteers.

Required Education, Training & Experience:

- Completion of a post-secondary degree or diploma with a specialization in Planning, Sustainability, Energy Management, Environmental Studies, or Resource Management.
- Demonstrated knowledge of local government corporate and community policy development, strategic planning, and the relevant federal and provincial legislation related to sustainability and climate action.
- Proven proficiency in managing projects, including contract administration, business case development, preparing funding applications, and budgeting processes.
- Two years of work experience in sustainability or related fields.
- Driver's License - Minimum of Class 5

About the Benefits

Compensation based on skills and experience is an **hourly rate of \$41.58 - \$46.22 (Pay Grade 15, 40 hours per week, CUPE)**, along with a host of excellent benefits including:

- 15.5% in lieu of benefits, vacation, and statutory holidays
- Free on-site parking
- Draws for tickets to local concerts, hockey games, and employee appreciation events
- Wellness initiatives and team-building activities
- A picturesque waterfront location with access to world-class outdoor recreation and a progressive, community-oriented work culture

If no applications are received from fully qualified candidates, a candidate possessing some of the qualifications may be considered for a development opportunity position. The wage rate for a development opportunity may vary from the posted rate.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply. If you require any accommodations during the recruitment process, please let us know, we'd be happy to support you!

If your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **August 23, 2026**.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

This position is only open to those legally entitled to work in Canada.

APPLY NOW