

JOB POSTING: Climate Change Coordinator

Organization: Town of Caledon <http://www.caledon.ca/jobs>

Location: Caledon, GTA/Region of Peel, Ontario

Reporting directly to the Manager of Energy and Environment, this role is responsible for supporting the implementation of the Town's 2 climate change strategies — Caledon Climate Change Plan and the Peel Climate Change Strategy. This will involve representing the Town at Regional government Committee meetings and initiating corporate and community initiatives to reduce greenhouse gas emissions and increase climate change awareness.

Job Responsibilities:

- Support the activities of the Peel Climate Change Strategy and Caledon Community Climate Change Plan
- Coordinate information, and act as a liaison, between various orders of government (i.e. Region of Peel), municipal stakeholders and related organizations
- Assist with or lead public education programs on reducing greenhouse gases and in the implementation of initiatives undertaken by the local government to reduce emissions in the community
- Educate municipal employees on climate change and help develop internal programs for reducing emissions
- Conduct research to determine municipal best practices and to gather information to guide decision making processes
- Develop and prepare reports/plans
- Participate in internal and external meetings
- Have an understanding of greenhouse gas inventories, the data inputs, greenhouse gas coefficients and greenhouse gas reduction targets
- Other energy and sustainability focused projects and activities as directed

Skills and Qualifications:

- Post-secondary in Environmental Science or equivalent (a focus on climate change is preferred)
- Minimum 2 years related experience or an understanding of municipal politics, climate change mitigation and adaptation acquired through cooperative program work placement, course work, volunteer placements and/or professional work experience
- Understanding of the program development process and how to implement new initiatives (including planning, costing, team building, implementation strategies, building in feedback and evaluation techniques)
- Experience in working with the public on the development and implementation of community programs
- Ability to apply knowledge in a non-routine manner
- Excellent leadership, interpersonal, written and verbal communication skills
- Organizational skills with attention to detail and ability to meet deadlines
- Superior interpersonal skills including ability to work effectively in a team environment
- Demonstrated analytical and problem solving skills
- Computer proficiency in MS Office (Word, Excel, Outlook)

Larry Sou, HBSc

168 Pickerdale Avenue, Toronto ON
416-689-2558 lsou@gmail.com

Ms. Marie Greenwoods
Manager of Energy and Environment
Town of Caledon
6311 Old Church Road
Toronto, Ontario L7C 1J6

May 7, 20XX

Dear Ms. Greenwoods,

As a graduate in Environmental Science with direct experience coordinating community-based projects and implementing new initiatives on climate change mitigation, I am confident that I have the knowledge, interpersonal and analytical skills you seek for the Climate Change Coordinator. My passion and dedication in preserving the environment resonates strongly with the goals of Caledon Community's Climate Change Plan and I believe that I will make a unique contribution in leading greener lifestyles, embracing a low carbon economy and enhancing and protecting our natural systems.

My studies in climate change assessment and natural hazards have assisted me in gaining relevant technical skills in testing and monitoring water quality while providing an understanding of air contaminants related to greenhouse gas emissions. Course field trips and participation in the UofT research lab have also added to my abilities to collect and record data for analysis and increase my knowledge of current environmental legislations and preservation strategies. My success in tasks requiring scientific report writing skills have highlighted the importance I place on being methodical, detail-oriented and complying with regulatory standards.

Through my internship with the GTA Environmental Council, I developed excellent presentation skills as a focus group facilitator and gained extensive knowledge of policy development. My active participation in project conferences further enhanced my communication skills and insight into the issues faced by municipal governments as they respond to citizen's concerns about local environmental issues. By working as a Peer Educator with the UofT Sustainability Office, I collaborated with other team members to implement several environmental projects and awareness workshops for students and community associations. My strong leadership and organization skills were also enhanced through part-time employment at a camp and hospital setting where I interacted with people of diverse backgrounds and resolved conflicts in a professional and timely manner.

In summary, I believe that I have the environmental knowledge, commitment and project development skills to equip me to make a significant contribution to the Town of Caledon. I would welcome an opportunity to discuss my key skill areas and interest in this position further at an interview. Thank you for your time and consideration.

Sincerely,

Larry Sou

SUMMARY OF QUALIFICATIONS

- Specialization in climate change adaptation, assessment and mitigation acquired through university research experience and field investigations
- Strong knowledge of municipal politics and processes involved in program development gained from internship with GTA Environmental Committee
- Effective team player with experience in community outreach and implementation of environmental community programs
- Skilled in data collection, report writing and making program evaluations
- Time management and prioritization skills demonstrated through accurate and detailed completion of report findings
- Excellent leadership and interpersonal skills gained from leading focus groups, sustainability awareness booths and children discovery camps
- Strong analytical and computer skills in performing research analysis or data entry using statistical programs (Matlab) and Microsoft Excel, Word, PowerPoint

EDUCATION

Honours Bachelor of Science, (B.Sc.)

Sep. 20XX – Apr. 20XX

University of Toronto Scarborough

- Double Major in Environmental Science and Psychology, CGPA: 3.83/4.00
- Relevant Courses: Principles of Climatology, Environmental Pollution, Natural Hazards, Climate Change Impact Assessment, Environmental Law and Ethics

ENVIRONMENTAL EXPERIENCE

Research Assistant for Dr. Wilhelm A. Gough

Sep. 20XX – Apr. 20XX

Climate Lab, University of Toronto

- Collaborated with Climate and Atmosphere Research Group to investigate issues regarding risk reduction, resilience, impacts and adaptation of climate change
- Analyzed research data using statistical methods and computer programs (Matlab)
- Created and investigated the effectiveness of climate change solutions such as improvement of flood levees engineering, sewer/transportation infrastructure and crops diversification
- Summarized findings by writing reports which contributed to the scholarly journal *Theoretical and Applied Climatology*

Peer Educator

Jan. 20XX – Apr. 20XX

Sustainability Office, University of Toronto Scarborough

- Designed and presented engaging awareness booths and workshops on sustainability through promotional materials and marketing of events and initiatives
- Collaborated with student clubs and eco-organizations to create awareness of sustainability practices through projects related to waste treatment, energy reduction and organic farming
- Brainstormed and organized new environmental initiatives with team members in weekly meetings to implement community programs such as BikeShare and Evergreen Planting

ENVIRONMENTAL EXPERIENCE (cont'd)**Internship**

May 20XX – Aug. 20XX

GTA Environmental Committee

- Facilitated 18 focus groups; analyzed discussions to identify key factors in successful projects
- Created detailed report documenting findings and recommendations of Committee presentation
- Presented results to 20 person Committee and to 100 participants at GTA Citizen Environmental Project Conference on climate change mitigation
- Organized GTA Citizen Environmental Project Conference which received excellent evaluation ratings from participants

Discovery Camps Counsellor

May 20XX – Aug. 20XX

Nature Interpretive Centre, Royal Botanical Gardens

- Fostered team-building, coordination and survival skills in children aged 10-13 through outdoor activities and challenges (shelter-building, canoeing and water reservation)
- Taught children names and characteristics of various environmental cycles and plant species while exploring forest and wetland habitats
- Ensured safety of campers, dealing with problems and injuries in an efficient manner

ADDITIONAL EXPERIENCE**Yoga Instructor**

Sep. 20XX – Apr. 20XX

Athletics and Recreation, University of Toronto Scarborough

- Instructed two weekly yoga classes for students and staff
- Received excellent evaluations from participants regarding ability to establish inclusive, comfortable environment

Administrative Assistant

June 20XX – Aug. 20XX

SickKids Hospital

- Coordinated patient flow through clinics by greeting families and visitors in an enthusiastic and friendly manner
- Accurately performed data entry duties using Microsoft Office (Excel and Outlook)
- Prepared patient information packages by photocopying, faxing and filing documents
- Managed in-person and phone queries from patients, parents and prospective families

ACTIVITIES AND INTERESTS

- Travelled independently to India, Tibet and Guatemala in Summer 20XX
- Enjoys outdoor recreation activities such as camping, hiking and biking
- Member, UofT Environmental and Physical Sciences Association (EPSA) 20XX – 20XX