

**Job Title:** Business Sustainability Engagement Officer

**Start Date:** May 16, 2022

**Term:** 15 months

**Location:** Virtual, based in Northeastern Ontario

**Salary:** \$35,000 - \$38,000 annually

**Reports to:** Green Economy North Program Director

## ORGANIZATION SUMMARY

reThink Green is a non-profit hub based in Greater Sudbury driving environmental action through information and inspiration. We connect ideas, partners, and resources to help build sustainable communities in Northeastern Ontario and beyond. By bringing together the grassroots, non-profits, businesses, and government, reThink Green creates community networks which stimulate creative collaboration and dialogue around local and global environmental issues. We empower people and organizations to meet their environmental and sustainability goals.

## JOB SUMMARY

The Business Sustainability Engagement Officer will work with reThink Green's business sustainability program Green Economy North. They will support member organizations in moving through the milestone process to get engaged, measure their carbon footprint, set a reduction target, and achieve results. They will also help recruit new program participants.

## DUTIES

### Member support (40%)

- Coordinate member meetings and training sessions.
- Provide materials and support to onboard new members.
- Assist with online group trainings on topics such as data collection, building a GHG inventory, Green Team development and environmental action planning.
- One on one follow-ups to ensure members are progressing through the milestone process.
- Assist members in communicating their successes to stakeholders internally and externally.
- Create and distribute a monthly newsletter to members with program updates, opportunities, and other relevant information.

### Data collection and action planning (20%)

- Support data collection that will help members to measure and manage their GHG impact.
- Assist program staff in creating GHG inventory reports

- Assist members in creating action plans to reduce their emissions.
- Research opportunities for environmental projects such as grants, incentives, and rebates.

### **Business Development (40%)**

- Create lead profiles for businesses and organizations who are potential participants in Green Economy North.
- Identify key drivers for environmental sustainability and environmental champions within each organization.
- Develop customized messaging and materials to appeal to organizations or sectors identified as hot leads.
- Input and manage contacts in a CRM database.

### **EDUCATION AND EXPERIENCE**

University degree / diploma in science communications, environmental planning, business sustainability or related field; or equivalent experience in a professional environment.

Solid understanding of the business community. Experience in and knowledge of Northern Ontario strongly preferred.

Knowledge of climate science, greenhouse gas accounting, the low-carbon economy and local environmental issues strongly preferred. Energy Manager Certification is a strong asset.

### **KEY SKILLS AND CHARACTERISTICS**

**Project Management Skills:** Conscientious and detail-oriented; ability to plan, strategize, set goals, develop work plans, work efficiently and track progress; strong leadership and ability to work independently; ability to multi-task and assist with multiple projects and initiatives; initiative to explore new ideas and create new opportunities; ability to make decisions and resolve problems.

**Communication Skills:** Excellent communication skills (oral and written), excellent presentation and facilitation skills, French language skills are assets.

**Interpersonal Skills:** Establish and maintain positive working relationships with others, both internally and externally. Anticipate, understand, and respond to the needs of clients to meet or exceed their expectations. Work cooperatively and effectively with others to set goals, resolve problems, and make decisions.

**Adaptability:** Demonstrate a willingness to be flexible, versatile, and adapt to a changing work environment while maintaining effectiveness and efficiency. Ability to learn new technologies and master new skills.

## ELIGIBILITY

Because of our funding, all applicants must meet the following eligibility criteria:

- Are new entrants into the work force, are transitioning to a new career, or the unemployed or underemployed who are entering a new field
- Have not previously participated in a NOHFC-funded internship
- Must be between the ages of 18-30 at the beginning of employment
- Be legally entitled to work, in Canada
- Reside in or be willing to relocate to Northern Ontario

## REMOTE WORK

This position will be based from the candidate's home office. All applicants must have reliable connection to the internet. reThink Green does not offset the cost of internet.

## HOW TO APPLY

Please send your cover letter and resume to [info@rethinkgreen.ca](mailto:info@rethinkgreen.ca).

Interviews will begin May 11<sup>th</sup> 2022 and continue until the position is filled.

While we thank all applicants, only those invited for an interview will be contacted. reThink Green is an equal opportunities employer.