

## Strategic Lead – Green Infrastructure

Job Title: Strategic Lead - Green Infrastructure  
Pay Grade: \$63,700 to \$75,000 - commensurate on experience and qualifications.  
Reports to: Director, Community Sustainability Programs  
Position type: Full-time  
Location: Ottawa and Eastern Ontario, remote office

### About Us:

EnviroCentre is an Ottawa-based environmental not-for-profit that supports residents, enterprises, and communities to find practical ways to reduce their environmental impact. Our four key impact areas are Green Homes, Green Transportation, Green Enterprises and Green Future. We have been working for twenty-five years to promote practical climate action and awareness in our local communities and Eastern Ontario, and we are one of the leading local agencies in environmental action.

In Ottawa, 42% of emissions come from transportation, and 46% from buildings, a similar profile to that of cities across Canada. EnviroCentre's work prioritizes reducing emissions in those areas, with an eye to supporting an integrated vision of a sustainable, resilient future Ottawa and Canada.

At EnviroCentre, we have a dynamic, growing, and engaged team of over fifty staff. We are a fully remote office and will provide the technology and tools to work effectively and collaboratively right from home. We offer competitive employment packages that include health benefits, a Communauto membership, and opportunities for training and professional development. We approach our work with a collaborative mindset and our growing team values everyone's contributions and ideas. We provide excellent working conditions with flexible hours.

### Job Description:

The **Strategic Lead** will be responsible for growing EnviroCentre's work in green infrastructure planning at the local level. They will ensure EnviroCentre is on the leading edge of sustainable green infrastructure programming and research to support a shift in Ottawa and Eastern Ontario toward improved practices in green infrastructure including trees (tiny forests, urban tree planting, native species etc.) gleaning, stormwater management and other emerging areas.

In any given year, the **Strategic Lead** can expect to develop and build the framework for strategic projects, in close collaboration with the Executive Director and management team. The preferred candidate will have a background and experience in researching and evaluating strategic policies, specifically in the environmental field. The ideal candidate is well versed in municipal, provincial, and federal green infrastructure initiatives, funding streams and targets.

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The **Strategic Lead** will report to the Director of Community Sustainability Programs and work with the Business Development, Community Sustainability and Communications teams.

**Key Responsibilities:**

- Represents EnviroCentre at regional stakeholder and working groups, advisories, collaborative projects and innovation tables as they relate to green infrastructure.
- Maintains and shares current knowledge of local, regional and national groups and organizations advancing green infrastructure work and policy.
- Develops new partnership relationships with local organizations, academic institutions, think tanks and other partners.
- Identifies promising green infrastructure projects and initiatives.
- Works with the Executive team to identify gap areas in green infrastructure-related services and programming in the region.
- Develops in-depth knowledge of best practices, pilot projects, policy and research that supports the development of identified green infrastructure-related strategic projects.
- Supports the development of business plans and work plans for new opportunities and pilot projects.
- Supports the development of grant proposals and RFPs for specialized services or program development.
- Contributes subject-matter expertise to EnviroCentre communications pertaining to green infrastructure.
- Other duties as required.

**The role will periodically require the Green Infrastructure Strategic Lead to:**

- Complete resource surveys and literature reviews to support project and strategic development.
- Support analysis of local policy proposals and frameworks.
- Support the development of policy comments and policy recommendations.
- Supervise research students/interns/one reporting staff person.

**Qualifications:**

- Post-secondary education in a related field (ex. Urban Planning, Geography, Sustainable Forestry, Landscape Design Environmental Science/Studies, Public Policy Administration, etc.) or demonstrated equivalent experience.
- Minimum 3+ years in project management and/or project development in a professional environment.
- Minimum 2+ years of demonstrated experience in research, policy analysis, and the development of public-facing reports and publications, in particular pertaining to urban sustainability and green infrastructure.

- Minimum 3+ years' experience with sustainability programs and policy related to green infrastructure, trees, biodiversity, heat islands, stormwater management, and a strong understanding of sustainability and environmental issues.
- Excellent written and oral communication skills, including the ability to provide public presentations and written articles as needed.
- Strong interpersonal skills and demonstrated experience and facility with partnership development.
- Effective leadership skills.
- Commitment to client service and excellence.
- Computer proficiency with MS Office (Word, Outlook, Excel, and Power Point, Teams).
- Bilingualism (English/French) a strong asset.
- Ability to attend in-person meetings in the National Capital Region.

### **Competencies:**

- Ability to work under shifting deadlines and priorities and manage multiple priorities.
- Ability to lead and maintain an environment that embraces innovation.
- Analytical ability to solve problems with practical solutions.
- Ability to support practical climate action with a non-polarizing, non-judgemental approach.

### **Working Conditions**

- EnviroCentre is a virtual workplace and will provide all necessary technology and IT support.
- Part of a passionate team of environmental leaders who lead by example and are proud to be contributing to Ottawa's Climate Targets.
- Home-office environment with frequent computer use.
- Occasional evening or weekend work.

### **In addition to competitive pay, we offer:**

- 35-hour work week and the ability to work flexible hours.
- A virtual workplace that supports work-life flexibility, combined with in-person events, occasional in-person group meetings and the opportunity to use a co-working space in downtown Ottawa or another convenient location.
- Starting 3 weeks paid vacation per year, plus paid office closure between Christmas and New Year and summer half-day Fridays.
- Health, dental and wellness coverage for you and your dependents.
- Paid sick days, and additional time off for personal and care responsibilities.
- Caring, compassionate and supportive work environment that recognizes that work is one of the many responsibilities we have to prioritize in our lives.

EnviroCentre is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race,

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colour, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, provincial, or municipal laws. EnviroCentre is committed to a workplace where everyone can participate safely, freely, and confidently. We encourage applications from individuals who identify as BIPOC (Black, Indigenous, Peoples of Colour) and/or members of equity-deserving groups.

EnviroCentre recognizes a diversity of backgrounds and experience. If you do not have the formal experience described but can meet the requirements of the role and are willing to learn, we encourage you to apply and make your case in your cover letter. We are interested in a diverse team, and we are willing to train the right person.

EnviroCentre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

### **How to Apply**

Interested candidates are invited to submit their resume, a cover letter detailing their relevant experience, and **at least two writing samples** demonstrating their policy analysis abilities.

Application Deadline: October 27, 2024

Anticipated start date: As soon as possible

### **Important:**

Please send your resume, cover letter, and at least two writing samples demonstrating your policy analysis abilities to [info@envirocentre.ca](mailto:info@envirocentre.ca).

Please ensure your resume file (PDF) includes your first and last name and the reference number (Reference# EC202427)

Example: Firstname\_Lastname\_EC202427.

Please also put the Reference# EC202427 in the subject line of your email.

*We thank all applicants for their interest, however only candidates selected for an interview will be contacted.*