



Job Opportunity – Project Coordinator (Part-time Contractor)

Bow Valley Climate Action Society

Bow Valley Climate Action Society (BVCA) is seeking a Project Coordinator on a contract basis to help us deliver our “Envisioning and Preparing for our Low-Carbon Future” program. The purpose of this educational program is to support Bow Valley businesses, residents and institutions to envision what a low-carbon future looks like, and how they can successfully move towards and thrive in this new economic and social reality.

Reporting to a sub-committee of the BVCA Board, the Project Committee, the Project Coordinator will lead organizing a series of educational events, in collaboration with BVCA volunteers. The Project Coordinator will lead the successful execution of three sub-projects:

1. Your Next Vehicle Will be a Zero-Emission Vehicle - a two-part educational series on zero-emission vehicles (ZEVs) and e-bikes that equips Bow Valley residents, businesses and institutions with the knowledge and skills to prepare for a fast-approaching ZEV future.
2. How Can We Reduce Building Emissions Together – an educational event involving a panel of thought leaders from the Bow Valley, Efficiency Canada and the Pembina Institute to explore opportunities for innovative local solutions for reducing building emissions to achieve our climate action goals.
3. Climate Action & Food – a two-part educational event exploring the carbon footprint of our food choices.

These sub-projects are currently envisioned to be in-person, but will move online, should COVID restrictions and realities make this necessary.

Responsibilities: The Project Coordinator will work closely with the Project Committee in planning, organizing, and promoting the events associated with each sub-project. The Project Committee has developed a basic outline for the content and timeline for these educational events, and looks forward to support from the Project Coordinator to lead organization and publicity efforts. The Project Coordinator will also work with external presenters/content providers to ensure that each event provides rich and informative content for participants. Depending on interest and expertise, the Project Coordinator may also contribute content for the event.

Your Profile: The ideal Project Coordinator will be passionate about reducing greenhouse gas emissions in the Bow Valley and helping Bow Valley residents take constructive action to address climate change. You will have the following skills, experience, and qualifications:

- Experience organizing events delivered either in-person or on-line
- Experience promoting events through social media, websites and print media
- Excellent writing skills
- Experience in measuring and evaluating the success of events
- Strong interpersonal skills
- Ability to work independently and willingness to take initiative
- Post-secondary education in one or more of the following areas: environmental studies, engineering, architecture, marketing, business, communications, education and/or social media studies

Hours and Schedule: BVCA plans to begin organizing this educational series in early September 2021 and to complete all work by June 2022. Our project budget is based on approximately 40 hours of work per month over 10 months, however the actual hours worked in any given period will likely vary depending on the delivery schedule for each of the sub-projects. With a relatively flexible work schedule, this contract is ideally suited to a post-secondary student or someone who is seeking to supplement other part-time work.

Contract Details: The pay for this contract position is \$25/hour. The Project Coordinator will be required to work from home, and provide their own computer, internet connection and basic office supplies required to complete the work. The Project Coordinator will also be required to be present at in-person events in Bow Valley communities.

How to apply: Interested applicants should provide a letter of interest along with a resume to: shannon.ripley@bowvalleyclimateaction.org by the application deadline of **August 16th, 2021 at midnight**.

BVCA encourages and welcomes applications from under-represented communities.

BVCA thanks all applicants to this position. Only candidates selected for an interview will be contacted.

About Bow Valley Climate Action: BVCA is a non-profit society, which promotes citizen engagement to reduce greenhouse gas emissions in the Bow Valley. We are organized around working groups related to Buildings, Transportation and Advocacy. You can find more information about us at: <https://bowvalleyclimateaction.org/>.

This educational program and this position have been made possible through generous funding by the Banff Canmore Community Foundation, Town of Banff and Town of Canmore.