



## Climate Change Project Coordinator – Full-time

Coastal Action is a charitable organization that addresses environmental concerns throughout the South Shore region of Nova Scotia and was established in December 1993. We are looking for a dedicated and motivated team player to fill our Climate Change Project Coordinator position. This role is a full-time 6-month position beginning in July 2022 with the option to extend pending successful funding applications.

Reporting to the Climate Change Team Lead, the Project Coordinator will lead the Agriculture Biodiversity Conservation Plan program, biodiversity enhancing activities on farms program, and shoreline restoration work at coastal properties. The Project Coordinator will also assist with team workshop planning and facilitation, and Field Technician supervision.

### **Your Opportunity:**

1. Create biodiversity reports and restoration plans and facilitate data collection.
2. Conduct hands-on fieldwork and assessments at coastal and agricultural properties; supervise field staff.
3. Work with coastal and agricultural property owners and non-governmental partners to finalize work plans and work through project issues.
4. Research and prepare written materials for climate change projects.
5. Create project communication content (captions, infographics, website content).
6. Work with the Team Lead to develop new projects, programs, and partnerships.
7. Assist with hosting presentations, workshops, and events for partners and the general public.

### **Your Experience(s) and Education:**

1. Post-secondary education with a concentration in environmental studies/science/design/planning/horticulture or related disciplines.
2. Previous work with in-field data collection, project management, and workshop facilitation/coordination.
3. Previous work with landscaping tools, materials, and plants (horticulture, agriculture, gardening, nursery, etc.).
4. Strong research, project development, and plant and wildlife identification skills.
5. Self-motivated, with the ability to work independently.
6. Demonstrated understanding of climate change issues and nature-based solutions.
7. Ability to perform and multi-task in challenging work environments and weather conditions.
8. Strong organizational skills, attention to detail, and efficient time management.
9. An aptitude for safe work practices.
10. Strong oral and written communication skills.
11. Proficiency in Office 365 applications, particularly Excel.
12. A valid driver's license and access to a vehicle for work purposes.



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13. Current certification in Standard First Aid + CPR Level A (or equivalent) by the start date of the contract.
14. Screening through the Child Abuse Registry and a criminal record check (to be completed following an offer of employment).
15. Additional experience considered an asset includes experience developing landscape designs and/or planting plans.

***How do we define success for your role?***

The Climate Change Project Coordinator will spend their time managing all field activities for the team's Agriculture Biodiversity Conservation Plan program, biodiversity enhancing activities on farms program, and shoreline restoration work at coastal properties. This will include developing site plans, communicating with project partners, supervising field technicians, collecting in-field data, coordinating planting or restoration activities, and writing reports for project partners and funders. Candidates must be experienced in performing physical tasks in all weather conditions and challenging environments. This position will require travelling by vehicle to work sites. A hybrid at-home and office work schedule will be required, with some days needed at Coastal Action's office in the Mahone Bay Centre in Mahone Bay, Nova Scotia.

Coastal Action is a driven team dedicated to providing education, research, and environmental services to the South Shore region of NS. If you have what it takes to join our team, we would like to hear from you.

Resumes and accompanying cover letters identifying how you can contribute to Coastal Action's success as a Climate Change Project Coordinator can be sent to [samantha@coastalaction.org](mailto:samantha@coastalaction.org)

Coastal Action is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Closing date: June 24, 2022, at 11:59 PM AST**