

## **Program Manager: Municipal Internship for the Environment**

**Organization:** GreenPAC and Environmental Leadership Canada

**Location:** Greater Ottawa Region

**Preferred Starting Date:** August 2022

**Compensation:** \$58,000, \$1,000 health and wellness benefit

**Term:** Full-time preferred (37.5 hours /week, with flexibility)

**Reports to:** Executive Director

To apply, please send your resume and cover letter to [hr@greenpac.ca](mailto:hr@greenpac.ca) by July 21st, 11:59 pm (PT).

### **About GreenPAC**

GreenPAC is a non-partisan, non-profit organization working to inspire, activate and amplify environmental leadership in politics. We want to see the health of our planet become a driving force in Canadian politics, at all levels. We do this by:

1. Helping elect environmental leaders across parties during elections, including through [candidate endorsements](#)
2. Building the political engagement, knowledge, and leadership capacity of young environmental champions through our [Parliamentary Internship for the Environment](#) program and [FLIP](#) (Future Leadership in Politics) programming
3. Engaging environmental advocates and voters during elections and in between through training, debates, and educational events to build civic engagement and capacity to hold elected leaders accountable for their commitments (e.g. [Every Day Advocates](#) and [Debates on the Environment](#)).

### **About Environmental Leadership Canada**

Environmental Leadership in Canada (ELC) is a Canadian educational charity (#762079549 RR 0001). We believe that people need to know more about how politics works so they can make politics work for the health of our planet.

ELC was founded by GreenPAC in 2023 to take over the direct management and delivery of its programs that are charitable in purpose, including the Parliamentary Internship for the Environment. In fall 2023, we plan to launch a [Municipal Internship for the Environment](#), beginning in Eastern Ontario and expanding to other provinces/territories in years two and three. GreenPAC is working in partnership with ECL to support the successful delivery/start-up of these initiatives.

Neither ELC nor GreenPAC lobbies or takes policy positions. Our approach is cross-partisan because leadership must exist in every political party for lasting environmental change.

## **Position Overview**

The Program Manager is responsible for the start-up, management, and expansion of the Municipal Internship for the Environment program, including strategic program planning, intern recruitment, intern placements, managing relationships with municipal officials (Mayors, Council, CAOs), intern support, cohort and individual learning, professional development programming, and program evaluation. The Manager will also support program fundraising for expansion to other regions and events related to the program or interns.

We are looking for a proactive, collaborative, strategic, pragmatic, and empathetic candidate who would bring sound judgment, listening, people management, problem-solving skills, and creative ideas to the position. The ideal candidate will have a passion for politics, municipal climate action, and building the capacity of aspiring environmental leaders.

The candidate must be able to complete the job in the National Capital Region. Day-to-day work will be completed virtually, but proximity to interns and to the Director of our [Parliamentary Internship for the Environment](#) program is necessary.

## **Program Overview**

The Municipal Internship for the Environment pilot program is planned as a locally-focused, national-scale leadership development program that will offer outstanding individuals aged 18-30 the opportunity to gain first-hand experience and knowledge in municipal climate and environmental issues, solutions, and local decision-making processes, and to take part in cohort-based environmental education and professional development. At the same time, the program will provide critical

capacity to help communities advance plans and projects to mitigate and adapt to climate change.

Over the first year, the Program Manager will lead the start-up of the program and the placement of three (3) interns with mayors and councils of three (3) municipalities that are or are seeking to lead on climate and other environmental issues in eastern Ontario. This geographic focus area has been selected to recognize/respond to the obstacles youth in semi-rural areas face in engaging with local government and the challenges smaller municipalities face in advancing their environmental aims due to capacity limitations. The proximity to Ottawa will also allow GreenPAC and ELC to provide support systems to interns during this start-up year and for collective capacity building and peer connections between the municipal pilot cohort and the Parliamentary Interns for the Environment in Ottawa.

We intend to learn and adapt from this pilot year and expand the program to two other provinces/territories in future years, under your leadership as the manager.

## **Responsibilities:**

*Note that you will be the team's lead on the following responsibilities but will have support from your colleagues on many of your tasks.*

### **Program Strategy & Evaluation (30%)**

- Develop strategic partnerships in support of program goals (e.g. to support intern learning about municipal climate mitigation and adaptation issues)
- Conduct regular check-ins with interns and periodic check-ins with office partners to monitor the success of the pilot/program
- Lead annual evaluation (including exit interviews and surveys with interns, mayors/council, and other municipal partners)
- Identify/act upon opportunities to strengthen the pilot/program and adapt delivery in response
- Develop strategy for expansion to other regions in future program years
- Report back to funders and Board of Directors on pilot/program results, learnings, and recommended changes, together with the Executive Director

### **Municipal Partners & Intern Recruitment (25%)**

- Working on consultation with external advisors/partners, determine strategy and criteria for selecting climate-ambitious municipalities to host interns

- Plan regional recruitment of interns for the pilot year and future program years, adapting based on lessons learned and evolving program goals
- Lead recruitment outreach, including identifying and pursuing new and strategic avenues for recruitment, particularly amongst communities underrepresented in Canadian politics and in the environmental sector
- Lead interview and intern selection process
- Arrange and approve intern work plans that ensure a minimum depth and breadth of meaningful municipal climate work and political learning, and establish a placement agreement and expectations around intern roles with partner offices
- Build relationships with host municipality council and key staff (e.g. CAOs, Municipal Managers), including holding regular check-ins with interns' supervisors.
- Identify emerging issues and solutions.

### **Intern Programming (20%)**

- Plan and deliver/coordinate orientation and workplace readiness training to be provided before interns' begin their placements
- Plan and deliver/coordinate curriculum to support intern's individual and cohort-based learning and professional development, including network-building opportunities
- Coordinate inter-jurisdictional / joint learning opportunities between municipal and Parliamentary Interns for the Environment, and arrange travel/logistics as required
- On occasion, help plan and support intern participation in other ELC public programming and events, such as panel discussions, moderation of events for youth, etc.

### **Program Administration and Fundraising (25%)**

- Develop program policies, procedures, and administrative collateral (e.g. recruitment materials, offer letters)
- Plan and manage annual program budget, together with Executive Director
- Act as primary liaison with interns (e.g. check-ins, issues support, etc.)
- Co-lead program fundraising efforts, including grant-writing and reporting to funders
- Collaborate with other team members on program-relevant initiatives, as assigned/as they arise (e.g. communications, events)

## Desired Skills and Experience

- Experience managing and supporting youth (e.g. teams, volunteers, students)
- Familiarity with anti-oppressive, anti-harm, equity-centered policies and approaches
- Experience overseeing capacity building (e.g. building training and learning plans) and creating/engaging networks
- Knowledge of / passion for municipal governance, municipal climate mitigation and adaptation strategies/solutions, youth leadership
- Creative and strategic thinker, flexibility to adapt to shifting program strategies and tactics and arising challenges and opportunities
- Experience with program planning, management, and evaluation
- Strong judgment and problem-solving skills
- Proactive, self-motivated
- Professionally non-partisan (i.e. not a recent candidate for office, no recent public-facing/lead roles with an elected official or political party)
- Bilingual (French/English) is a strong asset (to support program operations in Eastern Ontario and expansion to other provinces territories)

## Additional Information

We recognize that racism, colonialism, and other systems of inequity are root causes of the environmental crises that we work to repair. We recognize that our work centres around government institutions that enabled and perpetuated these systems and that it is our responsibility to ensure our decisions and activities help to break down systems of oppression. We are committed to continually examining how we can centre equity in our recruitment, operations, programming, and decisions. We continue to reflect, learn, unlearn and work to be accountable to this commitment.

We are committed to making staff positions accessible and welcoming to all potential team members, regardless of ethnicity, age, disability, sexual orientation, gender or identity. We welcome and aim to appropriately support diverse forms of leadership and experience over specific credentials.

## Learn More about GreenPAC

- Follow us on Twitter [@GreenPACdotca](https://twitter.com/GreenPACdotca)
- Join our Mailing List at [greenpac.ca](https://greenpac.ca)

- Read our annual report [here](#)

### **Learn More about Environmental Leadership Canada**

Stay tuned! ELC's [website](#) and social media platforms are in-development.