



## **Shift: Climate Transitions Program Coordinator (Maternity leave)**

### **Position Overview:**

The Biosphere Institute of the Bow Valley is seeking a temporary (maternity leave) Program Coordinator for its Shift: Climate Transitions program. The Shift Program Coordinator develops, implements, and manages our community education and engagement programs related to climate change and sustainability. The position builds and maintains relationships with diverse partners and assists the Executive Director in identifying and securing funding opportunities.

The Shift: Climate Transitions program focuses on emissions reductions through education related to sustainable buildings, electric vehicles, active transportation, and more. This program also supports the Bow Valley's transition to a circular economy through various programs and partnerships. Although the program is heavily focused on climate mitigation, it also supports education around climate adaptation through programs like residential wildfire risk reduction.

Salary Range: \$53,000 to \$60,000

### **About us**

The Biosphere Institute of the Bow Valley is a charitable organization located in Canmore Alberta that has been working throughout the Bow Valley for over 25 years. Our mission is to empower community leadership to address environmental challenges. We address human-wildlife coexistence and climate change through four core programs: WildSmart, Shift: Climate Transitions, Community Hub, and Future Leaders.

Through these programs we deliver education and outreach programs, convene the community through inclusive collaboration, and connect residents and organizations with tools and resources. We also serve as a community hub where citizens can access local environmental information, learn about how to get involved in environmental programs, and build ideas for new community-led initiatives.

### **Position Location and Hours**

This full-time, 12 to 18 month position to cover maternity leave, will be based at the Biosphere office in Canmore, Alberta, with the majority of hours on weekdays during

regular office hours. The program also requires the availability and willingness to work irregular hours when required, including evenings, weekends and holidays.

### **Key Responsibilities**

#### **Program Implementation**

- Plan and execute a variety of community education and engagement events (workshops, open houses, etc.) related to climate change and sustainability
- Design and implement community-based conservation action projects. This includes strategic engagement of community members, management of volunteers, and facilitating community ownership of local conservation efforts.
- Create and deliver educational products such as presentations, brochures, digital content, posters and take-away items
- Research, author, and design monthly newsletter

#### **Program Development**

- Undertake strategic program planning, together with the Executive Director and relevant staff, to ensure a consistent and intentional approach to climate change and sustainability programs
- Identify funding opportunities including government- and foundation-based grants, and help draft grant applications

#### **Program Oversight**

- Help to track program budgets to ensure budgetary spending is in line with current funds
- Create and maintain databases to track project results and indicators of success
- Draft project reports to funders and partners

#### **Partnerships**

- Establish and maintain relationships with governmental organizations, business and industry, other non-profits, and private citizens to implement program activities and to plan new initiatives

#### **Public Relations**

- Advertise program activities and disseminate project results via social media, local news, and other formats
- Create and maintain relevant pages and resources on BIBV website
- Host booths at public events
- Update displays and information materials as needed

### **Essential Qualifications**

The ideal candidate will have experience in:

- Developing and delivering educational programs
- Delivery on climate mitigation and adaptation programs
- Building and maintaining stakeholder relationships in a non-profit context
- Public and media relations
- Planning and managing events
- Designing and implementing social media marketing strategies
- Coordinating projects from initiation to completion

The ideal candidate will be able to:

- Communicate clearly and persuasively, both in writing and verbally
- Present factual information effectively to diverse audiences in a range of formats
- Manage multiple projects and competing priorities with strong organizational skills
- Demonstrate cultural sensitivity and openness to diverse perspectives
- Work independently while maintaining a high standard of quality and attention to detail

**Other Requirements:**

- Valid Alberta Operator's License (Class 5) or equivalent and reliable access to a vehicle
- Legally eligible to work in Canada
- The successful candidate must physically be in the Bow Valley for the majority of workdays

**Education**

- A degree from a recognized university with specialization in Education, Environmental Science, or Sustainability. Other degree disciplines and/or an acceptable combination of education, training and experience relevant to this position will be considered.

**Key Timelines**

- Competition closes October 24th
- Start date December 1, 2025

**If you are interested in applying for this opportunity please email a resume and cover letter to [grace@biosphereinstitute.org](mailto:grace@biosphereinstitute.org).**