

NOW HIRING!

CLIMATE CHANGE INTERN

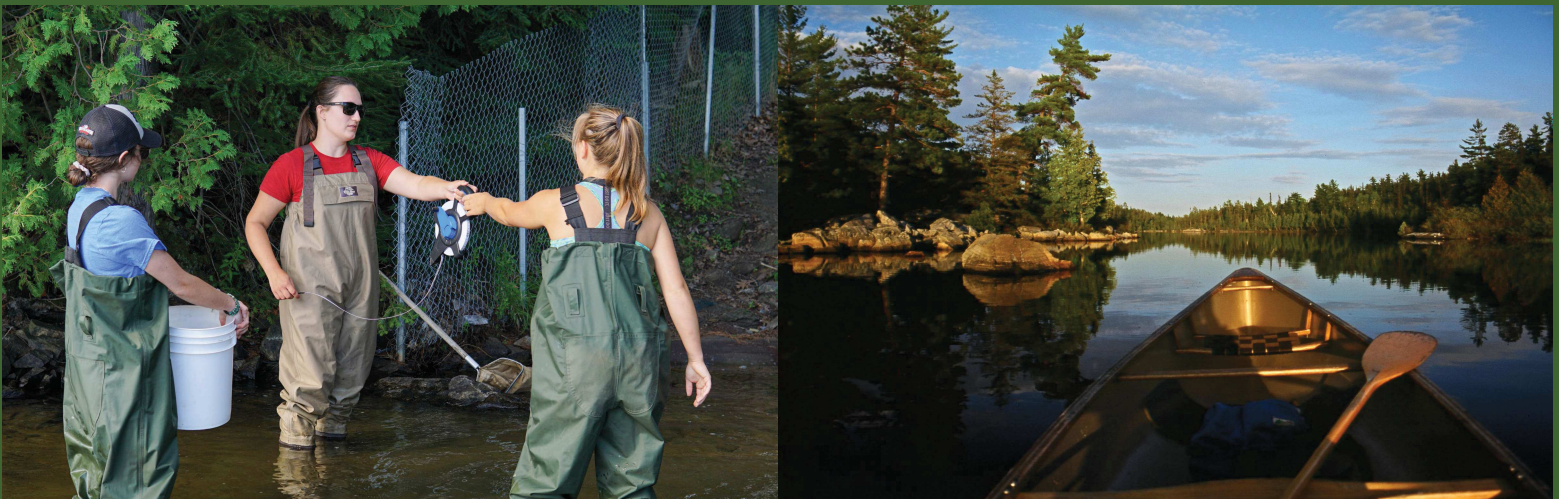
GROW YOUR CAREER IN THE NATURAL PLACE TO BE

Hybrid work options available

One-year, full-time contract

Excellent opportunity to make an impact

Competitive salary



seguin.ca/careers





Climate Change Intern

Seguin Township is looking for a Climate Change Intern to join our team. The ideal candidate will be driven and have a passion for environmental protection, climate change, and sustainability.

You will work in a friendly, challenging setting, committed to fostering professional growth while supporting work-life balance. The Township of Seguin is a thriving and growing municipality located in the heart of cottage country. With 186 lakes of all sizes and the pristine beauty and tranquility of our natural environment, Seguin Township is truly "The Natural Place to be".

Under the direction of the Director of Strategic Initiatives, the Climate Change Intern will be responsible for researching and developing climate change data to be used in policy development, engaging stakeholders to develop climate change strategies, and developing reports on environmental sustainability. The successful candidate will also be responsible for producing educational materials and presentations on climate change and its effects.

The ideal candidate will possess the following skills and qualifications:

- Environmental sciences, climate change, energy management or related degree
- Excellent research, writing, and analytical skills
- Proficient in Microsoft Office applications
- Excellent communication, organizational, and interpersonal skills
- Ability to work independently and collaboratively
- A positive attitude and passion for green initiatives

Northern Ontario Heritage Fund Corporation (NOHFC) funding for the position requires the following:

- Are new entrants into the work force, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- Have not previously participated in a NOHFC-funded internship.
- Are at least 18 years of age; and
- Reside, and be legally entitled to work, in Canada

Compensation: \$24.27/hour to \$30.47/hour, 35 hour work week.

If you are interested in this opportunity, please submit your resume and cover letter to careers@seguin.ca by April 28, 2023.

We look forward to hearing from you!

Complete Job Description can be found under Employment Opportunities www.seguin.ca

Seguin Township is committed to the health, safety and well-being of our workplaces and feel vaccination is a key element in the protection of employees against the hazard of Covid-19. All new employees must comply with the mandatory vaccination policy as a condition of employment and must disclose vaccination status prior to commencing employment.

Seguin Township is an equal opportunity employer and is committed to diversity and inclusion in our workplace. We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility and candidate selection and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act. Accommodations for persons with disabilities will be provided throughout the recruitment process to support candidate participation.



Climate Change Intern

Department: Strategic Initiatives

Reports To: Director of Strategic Initiatives

Location: Municipal Administration Building, 5 Humphrey Drive

Salary Category:

Review Date: February 2023

Position Summary:

To focus on the coordination of environmental, energy and climate change activities between municipal departments, vendors and service providers. Through collaboration with municipal staff, the position will provide assistance, advice and information associated with the delivery of existing and future Township initiatives.

The Climate Change Intern will assist to create a culture of energy conservation within the Township; maximize efficiency of facilities and equipment; provide commitment and leadership in energy management; help with implementation monitoring and evaluating a comprehensive energy management and GHG reduction strategy within all Township operations.

The Township of Seguin expects all employees to work in an environmentally friendly way in all the tasks that they do; to work in a manner that is safe for themselves and others and to be aware of their health & safety obligations; to continually look for opportunities to improve their job that will result in excellence in municipal government; and to recognize the uniqueness of the individuals they come into contact with and to treat them with dignity and respect.

DUTIES/RESPONSIBILITIES:

1. Assists and participates with the preparation, research and review of reports in support of the climate change program and climate change impacts.
2. Assists the organization to work through and complete objectives in the 5-year Conservation & Demand Management Plan as well as the Corporate & Community Climate Action Plans.
3. Reviews procedures and processes, municipal facilities and assets in an effort to identify opportunities for GHG reductions, operational cost savings and other efficiencies.
4. Assist with developing a climate change training program for all Seguin Township staff.

5. Assists with applications for grants/funding opportunities to aid with accomplishing Seguin Township's commitments to Climate change.
6. Offers knowledge and advice on legislation, policy, theory, principles and practices.
7. Assisting in the development of program options, including the analysis of options for effectiveness.
8. Engage with schools, community groups, cottage association to advocate for climate change and to communicate Seguin Township's commitment to being climate change leader.
9. Work alongside area municipalities, First Nations and other partners to further regional climate change discussions.
10. Organizing and attending meetings, workshops as necessary.
11. Respond to inquiries from staff and the public.
12. Maintaining, distributing climate change reports, publications and materials.
13. Performs other related tasks as assigned by the Director of Strategic Initiatives and the CAO.
14. Works in compliance with the Highway Traffic Act, Occupational Health and Safety Act, and any applicable legislation and regulations.
15. Complies with Township of Seguin Policies and Procedures.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Post-Secondary Education

16. Environmental sciences, climate change, energy management or related degree.

Technical Proficiencies

17. Microsoft 365 products
18. Analytics software
19. Use of Energy Star Portfolio Manager
20. Knowledge of GIS concepts and applications
21. Must be organized and technical in writing documentation and planning
22. Must have a G driver's license

Experience

23. 1 to 2 years experience and/or relevant education