



Employment Opportunity

Energize Bridgewater Project Coordinator (Term- 3 year)

ABOUT ENERGIZE BRIDGEWATER

Over the past decade, the Town of Bridgewater, Nova Scotia, has emerged as an international leader in sustainability and energy transition planning and programming. Winner of a GLOBE award in 2018 as well as the national Smart Cities Challenge in 2019, the community's Energize Bridgewater program has been recognized for its approach to innovation in a municipal setting.

Through this program, the Town is moving toward a transition to a clean, energy efficient economy within 30 years, while simultaneously lifting its residents out of energy poverty, a condition that affects nearly 40% of the population. With funding in place for the next five years, Bridgewater is expanding its sustainability team by seeking highly motivated professionals who want to be at the forefront of climate, energy, and social innovation in Canada.

ABOUT THE ROLE

Reporting to the Energize Bridgewater Project Director, the Project Coordinator will be the program's subject matter expert in project performance reporting, task tracking and records management. The Energize Bridgewater Project is comprised of several integrated initiatives (projects) which will deliver solutions to reduce energy poverty in the municipality. This role ensures that project deadlines are consistently met in a timely manner, by assisting the Project Director to create and monitor project plans and schedules, conduct status update sessions, monitor resource allocations, organize stakeholder meetings and track outcomes. This role is responsible for monitoring and ensuring project changes are described and reflected in all relevant project documentation. The Project Coordinator is also the primary contact for public inquiries as well as maintaining the website and social media channels for Energize Bridgewater.

Duties Breakdown (approx.):

Project Planning, Timeline Tracking, and Reporting – 60%

Records management and project documentation – 20%

Communications – 10%

All other duties as required – 10%

ABOUT YOU

You are persistent by nature, with the ability to see multiple competing tasks through to completion while always ensuring the utmost tact and professionalism. You have an interest in green energy, technology and innovation, combined with experience with project management techniques and tools which make you well suited to this role. Thorough, accurate, and motivated by team success are just some of your strong qualities.

OTHER KEY QUALIFICATIONS

Education:

- A post-secondary school diploma/degree in business or related field of study

Experience:

- Two years' demonstrated experience managing and coordinating complex projects.
- Experience in any of the following considered an asset:
 - Energy efficiency and/or renewable energy projects
 - Smart cities initiatives
 - Public sector
 - Community services sector and/or poverty alleviation

Knowledge:

- Understanding of the Project Management
- Working knowledge of the renewable energy sector, including emergent green energy technology, an asset.

Ability:

- Establish operations and procedures where they don't already exist using best practices
- Prepare accurate and timely schedules, reports, and other project materials
- Frequently shift priorities to meet changing needs

Visit www.bridgewater.ca to view the full job description for this position.

TERMS OF EMPLOYMENT

- 3-year term position (approximate)
- Salary: \$50,736 - 65,534, commensurate with experience.
- Full-time (35 hours per week)

SUBMISSION DETAILS

Interested individuals should forward a resume and cover letter in confidence to:

Ashley Chase, Human Resources Officer

employment@mjsb.ca

Competition# TOBEBPROCOORD_2022

Deadline to apply: Applications will be accepted until the position is filled

While we thank you for your interest, only those candidates selected for interview will be contacted.

- The Town of Bridgewater is committed to the fundamental principles of equal employment opportunity. We are committed to treating people fairly, with respect and dignity, and to offering equal employment opportunities based upon an individual's qualifications and performance — free from discrimination or

harassment because of Age, Race, Colour, Religion, Creed, Ethnic, national or aboriginal origin, Sex (including pregnancy and pay equity), Sexual orientation, Physical disability, Mental disability, Family status, Gender Identity, Gender Expression, or other protected characteristics, in accordance with the Nova Scotia Human Rights Code.

- The Town of Bridgewater is committed to the principles of the Accessibility Act. As such, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact Ashley.chase@mjsb.ca.