



## ***Program Manager*** ***Campaign Organizing, Communications, Volunteer Coordination and Administrative Support***

**Work Location:** Blend of remote, Calgary Climate Hub office, and in-person meetings and events

**Part-time:** 117 hours/month, 27 hours/week

**Start Date:** February 1st, 2025, latest

**Pay:** \$26-\$30/hr, commensurate with experience

### **Summary**

The Calgary Climate Hub is hiring a Program Manager. The primary goal is to encourage, promote, lead and celebrate community level climate action initiatives and projects through:

- Advocacy campaign organizing
- Supporting Community Climate Conversations
- Volunteer coordination and member support
- Managing agency communications
- Assisting with general administrative tasks

### **Tasks & Responsibilities:**

- Help organize and support annual Advocacy Campaigns (and any additional Hub Campaigns).
  - Attend meetings, provide campaign training, support communication and outcomes.
  - Help organize and execute two public rallies.
- Support the delivery of Community Climate Conversations, encouraging attendees to enroll in Advocacy Campaigns/Hub programming, and take next steps on climate change action.
- Help develop and maintain a catalogue of volunteer job descriptions.
- Regularly (once per week) post volunteer job descriptions to the website and newsletter, share with partners, and remove postings for positions which have been filled.
- Train and coordinate incoming volunteers, and host a monthly volunteer onboarding event.
- Co-manage internal and external communications for the Calgary Climate Hub.
- Help to track and manage sponsor/grant outcomes & reporting.
- Lead the communications team.
- Assist with managing social media platforms, blogs posts, and newsletter creation.
- Monitor and respond to the Hub Slack channels each week.



- Host relevant community gatherings, as needed.
- Support use of agency tools and services (e.g. Google Workspace, Slack, and Nationbuilder).
- Manage general email accounts.
- Keep record and track of newsletter, memberships and volunteers/volunteer hours.
- Support fundraising efforts.
- Attend regular meetings.
- Support the implementation of new/existing policies and programs.
- Provide monthly Board reports outlining activities and relevant information.

**Education and/or Work Experience Requirements:**

- Experience with community organizing and training
- Passion for community engagement
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external stakeholders
- Experience facilitating and hosting community events
- Experience in community-level project management
- Experience with volunteer management
- Knowledge of climate issues, climate justice, equity, and opportunities for action
- Computer proficiency (e.g. Word, Excel, NationBuilder, GSuites, etc.)
- High school diploma or GED required

**To Apply:**

Interested applicants should submit a resume and cover letter to [director@calgaryclimatehub.ca](mailto:director@calgaryclimatehub.ca)