



445 Hayimiisaxaa Way, Hartley Bay, BC V0V 1A0
Phone: 250-841-2500 / 841-2525 Fax: 250-841-2541

Job Posting

Climate Action Coordinator **Gitga'at First Nation, Hartley Bay, B.C.**

A Permanent Full Time Position

Position Summary:

The Climate Action Coordinator reports to the Band Manager, Gitga'at First Nation within the Clean Energy Department. This position plays a vital role in supporting and advocating for energy efficiency, clean energy, and climate adaptation projects in the community. The Climate Action Coordinator ensures policies, programs and procedures are followed, assists to develop new programs and initiatives, and regularly evaluates these programs.

Purpose:

Gitga'at First Nation has partnered with Coastal First Nations Great Bear Initiative to create an exciting career opportunity in our home community, Hartley Bay. The Climate Action Coordinator will join a peer network of similar positions in each of the Coastal First Nations communities to support and advocate for energy efficiency, clean energy, and climate adaptation projects in their communities.

Duties:

- Develop and execute a workplan, including the planning and coordination of energy and climate activities and deliverables associated with capacity building, displacement of diesel generated electricity with clean energy solutions, electricity demand side management, adapting to climate change, and community engagement. Specific tasks may include:
 - Managing and executing projects, such as:
 - The community clean energy and emissions plan update, and clean energy implementation pre-feasibility study(s).
 - Supporting home and infrastructure audits and implementing energy efficiency and demand management programs.
 - Carrying out site inspections and energy surveys when required, providing technical and practical advice; organizing community events, workshops and training;
 - Support the development of infrastructure to generate clean energy in accordance with community values and objectives;
 - Engage community members on the impacts of climate change, and begin planning for and implementing community resiliency projects;
 - Project Management of contractors tasked to perform home and infrastructure energy efficiency upgrades;
 - Working with Leadership, senior technical staff and contractors, the peer network, mentors, Great Bear Initiative (GBI), and contractors to determine which projects are best suited to the community;
 - Provide technical content in the production of communication materials, and sharing information with the broader community;
 - Articulating Council's mission and goals in the area of energy management to the community and solicit its support in realizing the mission;
 - Presenting information, via the Band Manager, to leadership for decisions and direction.
- Participate in training and capacity building opportunities in areas such as office skills, project management, leadership, energy efficiency, demand management and community engagement.
- Attend, remotely and in person, peer network sessions to share and transfer knowledge with peer network from other First Nations communities.
- Participate remotely and in person in monthly coaching sessions with a trained coach to improve skills and continuously build capacity to meet the job responsibilities of a Climate Action Coordinator.



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Knowledge, Skills and Abilities:

- Clean energy option analysis and implementation, climate change, and community empowerment
- Excellent communication skills to obtain agreement or cooperation on issues and to teach, instruct, advise, and guide staff, management and community members, Leadership, consultants and external stakeholders;
- Computer skills; Microsoft Outlook, Excel, and Word;
- Skills in writing and interpreting reports;
- Attention to detail and high level of accuracy;
- Highly effective organizational skills;
- Stress management skills;
- Time management skills.
- Judicious and tactful communication style, and able to problem solve, plan and organize efficiently, using critical thinking and decision-making skills
- Ability to build effective, collaborative relationships with leadership, local staff, external stakeholders, suppliers and community members;

Personal Attributes:

- Ability to work independently with little supervision;
- Open to learning and working with the peer network, and mentors
- Ability to work as a team player;
- Must have high degree of confidentiality in performing the duties;
- Be honest, trustworthy and respectful;
- Possess cultural awareness and sensitivity;
- Demonstrate sound work ethics;
- Reside in or be flexible to travel monthly and contribute to the community of Hartley Bay. Ability to maintain confidentiality.

Working Conditions:

- May spend long hours sitting and using office equipment and computers, which can cause muscle strain;
- Will spend long hours in intense concentration;
- The work is performed indoors in offices, and minimally outdoors on the water or in the territory. May require travel by boat throughout the local area in almost all-weather conditions. While there is generally a low to medium risk to health and safety, at times the risk may be higher;
- Reside in and contribute to the community of Hartley Bay, and at times travel within the province of BC.

Required:

- Successful Criminal Record Check and Background Check.

If you are interested in applying, please submit a cover letter & resume in

Word or PDF with “CAC” in the subject line to:

Gitga’at First Nation, 445 Hayimiisaxaa Way, Hartley Bay, BC, V0V 1A0

Or e-mail: jobs@gitgaat.ca

This Posting will remain open until February 14, 2025 4:30 p.m.

Applicants of Gitga’at and/or Aboriginal ancestry are encouraged to apply. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

We would like to thank all applicants for their submission, only short-listed applicants will be contacted.