

Manager, Sustainable Transportation Programs

Job Title:	Manager, Sustainable Transportation Programs
Organization:	EnviroCentre
Location:	Remote office, Ottawa-based
Starting Salary Range:	\$70,000-\$76,000
Position Type:	Full time, permanent (40 hours/week)

Transportation emissions make up 45% of local Ottawa-area emissions. With the new zero-emissions targets, we are facing down a decade of rapidly accelerating action to reduce vehicle and transportation emissions. EnviroCentre is on the front line of this action, and we are looking for an experienced manager to help bring Ottawa's zero-emissions goals to life.

Are you an experienced program delivery and management professional with in-depth knowledge of sustainable transportation strategies and community outreach? We are looking for you!

EnviroCentre is an Ottawa-based environmental not-for-profit that supports local residents, businesses and communities to find practical ways to reduce their environmental impact. Our four key impact areas are Green Homes, Green City, Green Lifestyle and Green Business. We have been working for more than twenty years to promote practical climate action and awareness in our local communities, and we are one of the leading local agencies in environmental action.

EnviroCentre has an immediate opening for a **Manager, Sustainable Transportation Programs**. This position is ideal for a self-directed individual who works well as part of a team, enjoys opportunities to liaise with external partners, and is looking for wide-ranging responsibilities in a fast-paced and inclusive environment. We approach our work with a collaborative mindset and our growing team values everyone's contributions and ideas. We provide excellent working conditions with flexible hours.

What Will Your Typical Day Look Like?

Reporting to the Director of Community Sustainability Programs, as Manager, Sustainable Transportation, you will play a key role in the roll-out and day-to-day management of EnviroCentre's growing portfolio of sustainable transportation outreach projects. Your portfolio will include our signature active transportation projects, transportation demand management services and electric vehicle

outreach and awareness projects. You will manage program development and delivery, contribute to strategic directions, oversee outreach and engagement efforts, and ensure all projects are completed on time, on budget and of the exceptional quality. You will train and support outreach delivery staff, speak at community events, deliver workshops and webinars, and develop and maintain strong partnerships with partners and stakeholders across the region.

Specifically, the Manager, Sustainable Transportation Programs, will be responsible for the following key functions:

Project Management

- You will be involved in the end-to-end management of multiple, simultaneous projects. This will require you to establish project plans and terms of reference that include project scope, timelines, budget, and resource requirements. You will also provide regular project status updates for management and partners.
- In collaboration with the program director, you will help to manage project teams, liaise with external partners and stakeholders, and coordinate meetings to ensure successful outcomes.
- You will contribute your subject-matter expertise to support the business development and strategic team, including contributing project ideas, connecting with key community partners, and contributing, where required, to proposal development and preparing sponsorship pitches.

Project Roll-out

- You will be responsible for operationalizing newly funded initiatives and contract projects in the area of sustainable transportation, taking a project outline from plan to action. You will bring new initiatives to life, ensuring dynamic, high quality program delivery services for funders and clients.
- You will ensure adequate staffing and support for new program delivery, oversee program metrics, and achieve top-quality results.
- In collaboration with the program director and executive team, you will liaise with partner and stakeholder networks to ensure new initiatives are community-driven, aligned with regional targets, and supported by key stakeholders.

Mission Promotion

- You will promote sustainable transportation action, strategies and policy innovations in the region and nationally, where applicable.

- You will contribute to stakeholder groups, community events and networks, and regional, provincial and national discussions to support the movement toward zero-emissions transportation and the supporting co-benefits of sustainable transportation approaches.

Skills and Experience:

- Minimum of five years professional experience in program delivery and staff management, with a minimum three years at the management level
- A college or university degree in a related field, or equivalent years professional experience
- Budgeting and financial management experience required
- Experience designing program tools to monitor and achieve program targets and engagement metrics
- In depth understanding of Transportation Demand Management principals
- Knowledgeable in community and urban planning as it pertains to sustainable transportation
- Experience working with municipalities and businesses a strong asset.
- Strong verbal, written, in-person and video-conference communication skills; Digital skills and workshop design and facilitation considered an asset
- Demonstrated critical thinking, strategic planning and business development skills
- Demonstrated writing experience, both technical and for general audiences
- Excellent interpersonal, team building and stakeholder relationship management skills
- Proactive and committed that work is completed with quality and care.
- A collaborative work ethic to support a caring, productive, and positive work dynamic.
- Bilingualism a strong asset
- Valid driving license required

Working Conditions

- EnviroCentre is a virtual workplace and will provide all necessary technology and IT support to ensure employees have the tools they require to effectively work from home.
- Frequent computer use
- Occasional evening or weekend work
- Regular in-person site visits and attendance of virtual and in-person events throughout the Ottawa region

EnviroCentre is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, provincial, or municipal laws. EnviroCentre is committed to a workplace where everyone can participate safely, freely and confidently. We encourage applications from individuals who identify as BIPOC (Black, Indigenous, Peoples of Colour) and/or members of equity-seeking groups.

EnviroCentre recognizes a diversity of backgrounds and experience. If you do not have the formal experience described, but can meet the requirements of the role and are willing to learn, we encourage you to apply and make your case in your cover letter. We are interested in a diverse team and willing to train the right person.

EnviroCentre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Closing date: Monday, December 6

Anticipated start date: January 2022

Important: Please send your CV and Cover Letter to info@envirocentre.ca
Please ensure your CV file (PDF) includes your first and last name and the reference number (Reference# EC202111)
Example: Firstname_Lastname_EC202111.
Please also put the Reference# EC202111 in the subject line of your email.

We thank all applicants for their interest, however only candidates selected for an interview will be contacted.