

ZEIC Position Description

Program Manager, Sustainable Workforce Development

Join us!

We're passionate about making progress on climate action and committed to making a positive difference in communities. Keen to join a caring, capable, and committed team doing great work on the path to Net Zero?

Please apply with a cover letter and resume by August 5th to jobs@zeic.ca.

About the Metro Vancouver Zero Emissions Innovation Centre

Seeded by a \$21.7 million federal endowment, the Zero Emission Innovation Centre (ZEIC) is a purpose-built charitable organization dedicated to market transformation and enabling zero carbon communities and economies across the region and province. ZEIC is part of the Low Carbon Cities Canada (LC3) Network established by the Government of Canada and the Federation of Canadian Municipalities.

ZEIC's vision is that, together, we enable a new era of climate action and innovation for an inclusive, prosperous, and healthy zero carbon future in our region by 2050. We advance urban climate solutions in the green building, transportation, and renewable energy sectors through (1) partnerships and collaborations, (2) impact investment, (3) granting, and (4) education, training, and capacity-building.

Working with governments, Indigenous partners, industry, and others, we support ambitious climate policy, address barriers, and catalyze, accelerate, and scale innovation to strengthen equitable and resilient communities for current and future generations. To deliver impact, we:

- Connect and activate partners, investors, and action-takers,
- Demonstrate and showcase viable solutions,
- Invest in capacity building and readiness to scale climate actions.

ZEIC's strategic directions align with provincial, regional, and local climate action plans. Our programs help communities make progress towards their 2030 emissions reduction targets. Equity, long-term affordability, community health and well-being, environmental protection, and economic development are integral to how we develop and deliver our climate action programs.

Position purpose and function:

Working within the broader Economic Development and Market Transformation (EDMT) program team, the Program Manager will lead the Sustainable Workforce Coalition (SWC), and other strategic efforts related to workforce development, the energy transition, and net-zero economic progress.

The SWC is a signature program of ZEIC, bringing together over forty organizations across BC to support a fair and equitable transition for workers in reaching a net-zero economy. The SWC was established to coordinate efforts across organizations and sectors and works to implement the relevant actions to attract workers in key sectors that underpin success in the energy transition. Further, the SWC focuses on enabling training pathways and favourable working conditions so that the worker experience is supported through the energy transition.

ZEIC Position Description

Program Manager, Sustainable Workforce Development

The SWC generally focuses on the largest and most greenhouse gas (GHG)-intensive industries, particularly buildings and transportation, as well as other sectors with strategic potential. The Coalition works through its members and partners across Metro Vancouver, including unions, community groups, industry associations, individual businesses, local, provincial, and federal governments, and educational and training institutions.

This is a temporary full-time position that starts as soon as possible and through to March 31, 2027, with a possibility for extension. The position requires a hybrid work arrangement involving both work from home and office. Occasional evening and/or weekend work may be required as part of program-related activities.

Key contacts and reporting relationships:

The position reports to the Senior Manager of the EDMT team and will engage with the broader ZEIC's team for cross-functional, collaborative work. The position will be the staff lead on the SWC, and will work with its Steering Committee, sub-committees, and other cross-functional project teams that may include other staff from within ZEIC and/or external partners and contributors. Working in closely with ZEIC staff and other collaborators, the role supports diverse activities and will engage with a range of organizations across sectors, including labour unions, professional associations, different levels of government, utilities, industry, non-profits, academia, community associations and various other agencies and collaborators.

Duties and responsibilities:

General:

- Surface and advance priority projects of the SWC that reflect benefits for workers and the community while enabling;
- Stay abreast of current issues and opportunities related to climate action and the clean economy, with a particular focus on building decarbonization, green buildings, renewable energy, sustainable transportation, and the workforce issues underpinning them all and prepare presentations, reports, and other communications on these topics, as needed;
- Throughout projects and collaborations, advance a holistic view of climate action that seeks scalable, innovative, and pragmatic approaches to greenhouse gas emissions reductions and integrates multiple objectives in key areas such as climate adaptation and resilience, equity, public health, biodiversity, ecosystems health and protection, stewardship, transportation, land use planning and urban design, economic development, green jobs, and social enterprise, community-building, and reconciliation with Indigenous peoples;
- Develop collaborations, partnerships and work cross-functionally with other ZEIC staff, external agencies, industry, academia and communities to develop and align planning, programs, research, policy development and other actions to support ZEIC in fulfilling its mandate;
- Represent ZEIC at public events and in programs and initiatives with partners and collaborators;
- Support the development and management of consultant contracts (including scopes of work, requests for proposals and contract execution);

ZEIC Position Description

Program Manager, Sustainable Workforce Development

- Develop and track progress and budgets and lead and participate in impact reporting;
- Other duties, as required.

Key focus areas for the position:

(1) Lead the Sustainable Workforce Coalition

Deliver the overarching coordination, facilitation, and planning necessary for the Coalition to function, including:

- Hosting and facilitating Steering Committee meetings, with the support of Senior Manager of EDMT Team and input from the Coalition's co-chairs and other key members.
- Supporting, and where necessary, leading sub-committees and working groups related to thematic priority areas of the SWC, such as workforce attraction, training, and data and integrate sub-committee progress into general SWC meetings and activities.
- Coordinating with and participating in other relevant networks and committees within and beyond ZEIC (e.g., the Building to Electrification Coalition, Green Jobs BC, etc.)
- Creating annual and longer-term plans and strategies to deliver on the SWC's mandate
- Leading or supporting fundraising and/or partnerships related to delivering on the SWC's mandate
- Creating and/or managing internal systems (e.g., SharePoint, impact-tracking), resources (e.g., presentations) relevant to delivering on the SWC's mandate and reporting.

(2) Deliver Special Initiatives to Create a Sustainable Workforce

Work with SWC members and the ZEIC team to deliver relevant and impactful initiatives and projects that support the overall energy transition and help provide workers with good, green jobs. This could include:

- Developing and delivering projects, initiatives, or events to and with workers on issues of workforce attraction, empowerment, training, mentoring, and engagement
- Supporting relevant training, professional, employment, and other organizations in delivering, refining, or scaling the programming that they provide
- Undertaking research and data analysis to better understand the workforce needs related to the energy transition
- Developing and delivering materials (e.g., short-form video content) to communicate the energy transition and its workforce implications
- Supporting policy makers in engagement, consultation, and research to develop plans, policies, and programs that can deliver the workforce needed for the energy transition

(3) Coordinate and Build Internal Capacity on Workforce Issues

Work with both the EDMT and other team to develop and advance an internal approach to workforce development, including, but not limited to:

ZEIC Position Description

Program Manager, Sustainable Workforce Development

- Creating and/or sharing of strategic information to ZEIC Senior Leadership Team and Senior Managers on pressing issues and considerations that can inform planning and program design, and delivery.
- Supporting, providing input, and seeking alignment with other ZEIC program leads that have relevant workforce development outcomes, such as the B2E Expanding Industry Capacity Committee (EIC), and Women for Climate (W4C).
- Creating and/or sharing of research, guides, tools, and other information for relevant ZEIC staff on issues, practices, and considerations, and relevant offerings in the market (e.g, others' training programs, grant funding, etc).

(4) Support ZEIC's Broader Economic Development and Market Transformation Efforts

Work with the Senior Manager of EDMT Team and other ZEIC staff to support other, broader activities within ZEIC related to economic development, market transformation, equity, and otherwise as needed.

Position requirements:

Education and experience

- Post-secondary education, preferably business administration, economics, labour studies, urban studies, sustainability, environment, public policy or equivalent
- Approximately 7+ years' experience and demonstrated skills in program management, advisory and/or advocacy for the green, just economy, and/or local business community and/or economic development and/or economy-related policy
- Approximately 5 years' experience leading people, initiatives, projects and/or teams
- Experience building relationships with servicing and reporting to c-level suite stakeholders, peers, senior government officials, local industry, and community groups.

Knowledge, Skills and Abilities:

The program manager should have the following knowledge, skills and abilities.

- **Climate and the Economy:** Demonstrate a thorough understanding of how Climate Change impacts the economy and the implications for future economic growth.
- **Labour Relations and Economics:** Demonstrate understanding of the dynamic relationships and complexities of the labour market, including working within or with organized labour and other workforce organizations.
- **Equity, Justice, and Indigenous Leadership:** Demonstrate clear understanding of how concepts related to equity, justice, and reconciliation can be integrated, learned from, and evolved within both program operation and strategic opportunities beyond the program.
- **Leadership and facilitation:** Demonstrate leadership skills, with the ability to bring together and sustain strong collaborator relationships, coalitions and teams made up of diverse members, to lead, inspire and motivate, to bring out the best in others, and to manage and coach others, including direct reports, in adapting to change. Be able to convene and motivate

ZEIC Position Description

Program Manager, Sustainable Workforce Development

others to ask interesting questions and generate creative solutions to complex problems, challenges and opportunities.

- **Resource and project management:** Ability to support the Coalition projects efficiently and effectively. Good experience in contract management, stakeholder negotiations and partner management.
- **Presentation skills:** comfortable acting as sector expert; representing ZEIC in meetings, workshops, events, and trade missions.
- **Technical skills:** Strong computer competency in office productivity tools that can be leveraged to support business analytics and decision-making, including MS Office 365, webinar and virtual meeting platforms, and project management platforms.
- **Organization and efficiency:** Excellent organizational skills, with the ability to manage multiple tasks and competing priorities in a fast-paced, dynamic environment with the ability to foresee economic and business challenges, troubleshoot and problem solve.
- **Communication skills:** Good attention to detail alongside organizational, interpersonal, and verbal/written skills
- **Curiosity/quick learner:** An aptitude for and interest in learning about a wide variety of topics.
- **Professionalism:** Ability to appropriately represent ZEIC to all levels of government, academia, and industry contacts as needed. Ability to respect relevant protocols and confidentiality, to inspire trust and credibility, and to generally conduct oneself with tact and diplomacy.
- **Optimism and attitude:** Commitment to optimism for the future and a demonstrated willingness to engage in relationships/activities with respect and a positive outlook.

Compensation: Range \$94,230-\$115,170/year + vacation + generous health, wellness and RRSP benefits

Candidates must have current eligibility to work in Canada. ZEIC is an equal opportunity employer and welcomes applicants from diverse backgrounds and with non-traditional qualifications. We care about and have policies to support equity, diversity and inclusion and a respectful workplace. We have a hybrid workplace and can accommodate in-person and work-from-home. Flexible and part-time arrangement will be considered.

ZEIC acknowledges and is honored to work on the unceded and traditional lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliwətał (Tsleil-Waututh) peoples.