



**Job Title:** Climate Change Adaptation Coordinator

## About Our Opportunities

We are hiring three Climate Change Adaptation Coordinators for a 2-year term. The successful applicants will be responsible for coordinating the implementation of the newly developed Climate Change Adaptation Strategies for the cattle and sheep, Christmas tree, and horticulture sectors, respectively. Although employed by three separate organizations, the three coordinators will perform similar tasks and form a collaborative community of practice.

You will also work with and be supported by adaptation specialists at the Nova Scotia Department of Environment and Climate Change, who will be supporting the implementation of these and other sector strategies across Nova Scotia. You will play an important role in multiple teams including as a staff member at your host organization, as the lead of sector strategy implementation teams and as a member of the multi-sectoral and multi-departmental community of practitioners working to prepare organizations for climate change. As such, you will spend a lot of time working with people across a range of organizations and play an important role in a broader climate change adaptation community of practice.

While you will have a structured process and tools to draw from, you will be required to customize the process and materials to suit the needs and context of your sector stakeholders.

## Broad Responsibilities

Within this role, you will be responsible for, but work collaboratively in achieving the following:

- Project management and team leadership.
- Forming inclusive climate change adaptation strategy implementation teams to represent all segments of the sector.
- Adapting the existing CCD participatory process and all strategy implementation teams through the workplan development and developing and executing projects connected to the strategy.
- Seeking new funding opportunities to assist with strategy implementation.
- Developing and implementing monitoring and evaluation plans for the strategy.
- Meeting regularly with both CCD and host organization staff, as well as participating in a community of practice with other sector coordinators.
- Providing progress updates to a governance team representing strategy investors.
- General support for other sector strategy implementation and to support the host organizations mandate, as required.



## Specific Tasks and Accountabilities

Day to day work will involve:

- Completing climate adaptation training developed by the Department of Environment and Climate Change.
- Developing materials and correspondence to recruit team members for the strategy development and then implementation teams.
- Designing and facilitating interactive and engaging meetings and workshops.
- Actively engaging with all partners to build and maintain strong sustainable multi-stakeholder teams.
- Participating in regularly scheduled peer learning and reflection meetings and events.
- Researching sector specific adaptation best practices and processes.
- Developing team workplans and workplan performance targets.
- Tracking data to support monitoring and issuing quarterly evaluation reports.
- Designing and delivering presentations to investors and sector players.
- Researching funding and writing grant proposals.

## Qualifications and Expertise

As the successful candidate, you will have a bachelor's degree and at least 5 years of related work experience or an equivalent combination of training and experience. Your experience must clearly demonstrate your skills in coalition building, critical thinking, project management, stakeholder management in complex environments, group facilitation, and excellent written and verbal communication. Demonstrated knowledge of and interest in climate change adaptation and agriculture is required (and experience preferred).

**In your application, please note your sector preferences from 1-3. The sectors are cattle and sheep, horticulture, and Christmas tree.**

To excel within this role, you must be imaginative, dedicated, self-directed and organized with a proven track record of working both independently and collaboratively with a team as well as experience building, empowering and leading diverse multi-disciplinary groups. You have used data, theory and best practice to identify creative, practical and defensible approaches to overcoming challenges and are able to recognize and articulate appropriate approaches to policy issues. You must show that you can consider different viewpoints and can manage competing perspectives diplomatically as you will be expected to forge strong relationships of trust and collaboration between partners and meaningfully bring them together in a shared activity.



Though it is not a requirement, you are encouraged to identify any experience you have had in grant writing, survey design and analysis, monitoring and evaluation, educational training, experiential learning and more immersive, arts-based forms of engagement. We also encourage you to identify additional skills not listed which would be assets in this role.

## Other Considerations

**Travel:** This position may require travel across the province. You must either have a driver's license or a reliable alternative form of transportation.

**Pay:** Salary range \$50,000 – 52,000 annually, commensurate with experience.

**Term:** This position is a 2-year term.

**Application Closing Date: May 28, 2023 at 4:30 pm**

**Expected start date: June 15, 2023**

**Expected completion date: March 31, 2025**

### Contact:

We thank all those who apply however, only those candidates selected for an interview will be contacted. No phone calls, please. Successful candidates must have legal authorization to work in Canada. Qualified applicants should submit their cover letter, resume, and a sample of writing to [ksaville@agricommodity.ca](mailto:ksaville@agricommodity.ca) or by mail:

Agri-Commodity Management Association  
7 Atlantic Central Drive  
East Mountain, NS  
B6L 2Z2

**Employment Equity:** ACMA is an equal opportunity employer and our goal is to be a diverse workforce that is representative of Nova Scotia's population. We welcome applications from Aboriginal People, African Nova Scotians and other racially visible persons, persons with disabilities, and women in occupations or positions where they are under-represented. If you are a member of one or more of these groups, you are encouraged to self-identify on your application.





## About the Hosts

### **Cattle and Sheep Sector.**

The **Agri-Commodity Management Association (ACMA)** is a not-for-profit organization which provides efficient and effective administrative and professional support to the agricultural community in Atlantic Canada. ACMA provides administrative services to several agricultural and rural organizations as well as administers programs directly to farmers across Canada. This position is based in East Mountain and you will work under the guidance of Executive Director.

### **Horticulture Sector:**

**Horticulture Nova Scotia (HNS)** is a designated commodity group under the Agriculture and Marketing Act of Nova Scotia and is a non-profit association. HNS represents the interest of Nova Scotia's commercial vegetable, berry, and nurse stock producers.

### **Christmas Tree Sector**

**Christmas Tree Council of Nova Scotia (CTCNS)** is the umbrella organization and coordinating body for three regionally based Christmas tree grower associations in Nova Scotia: Lunenburg County Christmas Tree Producers' Association, Cobequid Christmas Tree Producers' Association, and Northeastern Christmas Tree Association.