



Canadian Water Network

Igniting interest. Inspiring action.

Project Manager, Urban Water Decarbonization

Canadian Water Network (CWN) is a national non-profit that supports decision-makers in addressing complex water-related challenges at the intersection of Communities, Health, and Climate. CWN convenes cross-sectoral networks of professionals to promote peer-to-peer learning, catalyze collaboration and accelerate action. Learn more about us on our [website](#).

CWN is seeking a Project Manager with expertise in urban water services to lead a national initiative focused on reducing greenhouse gases (GHGs) in municipal water services. This role goes beyond project management; it involves being an integral part of the CWN team. You will finalize the roadmap for GHG mitigation actions, engage with water leaders from Canada's largest utilities, and facilitate communities of practice among water professionals to share knowledge and collaborate on reducing GHGs. Additionally, you will expand CWN's network in the water-energy space by connecting with clean technology companies, private sector organizations, water associations, researchers, energy utilities, regulatory bodies, and academia.

This position offers a unique opportunity to drive impactful change in urban water services and contribute to Canada's GHG reduction goals while being a key member of the CWN team.

Job description

The Project Manager, Urban Water Decarbonization, leads the coordination and implementation of the Net Zero Water project, partially funded by Environment and Climate Change Canada. Additionally, the Project Manager will be assigned tasks outside the Net Zero Water project, contributing to various initiatives within CWN to support broader organizational goals. This is a fixed-term role to March 31, 2027, with the possibility of extension dependent on funding. The PM reports to the Director of Communities and Climate and is supported by a project coordinator.

Key Responsibilities

NetZero Water Project: Lead the coordination and implementation of the Net Zero Water project.

This role involves:

- Convening, facilitating, and co-chairing the National and the Technical Advisory Committees, capturing and mobilizing insights and action items from Committee members,
- Documenting lessons learned to refine Municipal Guidance for reducing GHGs in urban water services and formalizing the Canadian Roadmap for reducing GHGs in urban water services by March 2027,
- Overseeing and implementing communities of practice and in-person learning tours to enhance peer learning and support GHG reductions in urban water servicing,
- Conducting research, surveys, informant interviews, structured workshops, developing databases, and synthesizing peer-reviewed or grey literature, and planning or policy documents,
- Designing, framing, and facilitating virtual and in-person meetings and workshops

including sessions at CWN's Blue Cities conference(s),

- Develop and promote reports, case studies, project briefing notes, and meeting or workshop captures to mobilize knowledge.
- Establishing strong internal and external communication lines,
- Tracking key performance indicators and submitting quarterly reports,
- Developing, maintaining and growing a network of water professionals, including utilities, industry, academia, government and NGOs.

Value Realization: Assist with securing funding for studies, technology pilots, collaborative projects, and other opportunities to leverage the value of the Net Zero Water project.

Team Participation and Management: Oversee the Project Coordinator – Climate and collaborating with colleagues to achieve project and CWN goals.

Knowledge & Experience Requirements

Knowledge:

- **Environmental Science and Water Management:** Degree in Environmental Engineering or Science, focusing on urban water services, municipal decarbonization, greenhouse gas (GHG) reduction strategies, and sustainable water practices. Professional engineering designation is an asset.
- **Municipal Water:** Expertise in municipal water/wastewater treatment, energy optimization, efficiency, demand management, procurement, embodied carbon, supply chain emissions, emerging technologies, GHG credits/trading, and Net Zero strategies for utilities.

Skills:

- **Project Management:** Strong organizational and planning skills to manage multiple aspects of the project, including scheduling, budgeting, and tracking key performance indicators
- **Communication:** Excellent verbal and written communication skills to facilitate meetings, workshops, and maintain clear communication lines with stakeholders. Fluency in French is a strong asset.
- **Adaptability:** Flexible and effective in rapidly changing environments.
- **Facilitation:** Ability to design and facilitate virtual and in-person meetings and workshops
- **Networking:** Skills in developing and maintaining professional networks with water professionals, utilities, industry, academia, government, and NGOs.
- **Technical Skills:** Proficiency in data analysis, database management, and using project management software.

Experience:

- **Project Management:** Previous experience in coordinating environmental projects, particularly those focused on water sustainability and GHG reduction
- **Engagement:** Experience in convening and facilitating advisory committees and engaging with

diverse contributors.

- **Knowledge Mobilization:** Experience in developing and promoting reports, case studies, and other knowledge mobilization tools.
- **Team Management:** Experience in overseeing team members and collaborating with colleagues to achieve project goals

Why Canadian Water Network

We have a collaborative culture filled with genuinely good people who want to make an impact in the water sector by mobilizing knowledge with current and emerging water leaders across Canada. This role offers challenging and rewarding work experience, with a standard commitment of 35 hours per week. We understand the importance of balance in our lives and encourage you to prioritize yours. Our flexible work policy is designed to accommodate individual situations, offering a hybrid environment where most staff work from home and convene in-person several times a month. Although our offices are based in Waterloo, Ontario, we consider candidates from anywhere in Canada in support of our pan-Canadian network. Fully remote positions are also an option. You must be a resident of and have the legal right to work in Canada. This position requires some domestic travel.

This is a full-time, fixed-term contract position ending March 31, 2027, subject to funding. The salary range for this role is \$80,000 - \$95,000, plus benefits and vacation. Join us on this exciting journey as we strive to make a difference in the water sector. Your contribution will be valued, and your professional growth, nurtured.

Application instructions

Please send your resume and cover letter in English, sharing your interest in this position to careers@cwn-rce.ca Our commitment is to support a diverse, equitable, and inclusive work environment and hire the best candidate.

To eliminate any bias in our application review process, please withhold all identifying information from your application's attachments. Please include your name and contact information in the body of your email so we can contact interview candidates. The position will be posted until we have found the ideal candidate.