



Canadian Water Network
Igniting interest. Inspiring action.

Project Coordinator - Climate

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 highly organized and motivated Project Coordinator to assist with a pan-Canadian climate project aimed at reducing greenhouse gases in the water sector, including wastewater, drinking water, and stormwater services. The role involves planning and coordinating communities of practice, developing knowledge products like case studies and briefs, and facilitating meetings, workshops, and events. If you are driven by the desire to build your skills in project management and capacity-building, connect with water sector professionals, continuously learn new engagement and communication methods, and thrive in a dynamic, fast-paced environment, consider joining CWN.

Job description

The Project Coordinator will report to the Project Manager, Urban Water Decarbonization and work closely with the CWN team on activities that support broader CWN programs. The primary focus of the Project Coordinator will be supporting a federally-funded project that develops peer knowledge-sharing networks in areas specific to reducing greenhouse gas (GHG) emissions in the urban water sector, including supporting the collaboration and knowledge sharing for inventorying, measuring and monitoring GHGs in water treatment, resource recovery, and optimizing operations such as energy use. The Project Coordinator will also support the coordination and development of case studies, briefs and other captures that best facilitate sharing experience, knowledge and insights among the pan-Canadian network.

Responsibilities

- Provide support for project planning and implementation activities, including reviewing and monitoring project progress, key deliverables, timelines and budgets.
- Assist in developing materials, including meeting agendas and backgrounders, workshops, presentation slides, and other materials as assigned.
- Assist with the facilitation of communities of practice.
- Lead the administration and scheduling of meetings and other in-person and online events to advance knowledge sharing and dialogue.
- Manage in-person event logistics in collaboration with CWN staff, ensuring smooth execution and coordination.
- Assist with drafting progress reports, case studies and briefs.
- Utilize project collaboration tools for effective work plan implementation.

- Manage and maintain a SharePoint site to share documents and presentations and keep the information current.
- Assist with coordinating and managing subcontractors for research and knowledge synthesis.
- Provide communications support, including creating content for social media
- Assist with the development of progress and annual reports.
- Use Excel and other data management software to manage project data and report on Key Performance Indicators (KPIs)
- Undertake additional tasks and projects supporting broader climate and water program spaces if time permits.

Knowledge and Experience Requirements

Knowledge:

- **Environmental Sciences:** Undergraduate degree in environmental sciences or studies, preferably with a focus on water management, climate and or energy management.
- **Water and Climate Sector:** Familiarity with the water and climate space in Canada, including GHG reduction and adaptation strategies.

Skills:

- **Engagement:** Proven ability to build rapport and collaborate with participants, strategic partners, and colleagues.
- **Organizational Skills:** Strong ability to manage multiple priorities and schedule effectively.
- **Event Coordination:** Experience in coordinating and hosting webinars or other events.
- **Collaboration:** Understanding of the collaborative process and ability to build trust and relationships with stakeholders.
- **Interpersonal Skills:** Tact, good judgment, strong interpersonal skills, active listening, and time management.
- **Technology:** Strong technical proficiency.
- **Language:** Spoken and written proficiency in French is an asset.

Experience:

- **Professional Experience:** 2 years' relevant professional experience or equivalent coop placement experience.
- **Collaborative Capacity:** Demonstrated ability to engage and build rapport with participants, strategic partners, and colleagues.
- **Data Management:** Experience with contact data management and relationship/network analysis is an asset.

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 \$55,000 - \$65,000, 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 (including your name, address, personal social media accounts, etc.). 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.