



Job Title: Climate Change Adaptation Coordinator

About Our Opportunity

We are hiring a Climate Change Adaptation Coordinators for an 18-month term. The successful applicants will be responsible for coordinating the implementation of the Climate Change Adaptation Strategy for the horticulture sector. Although employed by by Horticulture Nova Scotia, the coordinator will work as a team with the coordinators from the Christmas Tree Council of NS and NS Cattle and Sheep; each performs similar tasks and forms 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 organization's 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).

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 an approximate 17-month term, depending on start date.

Application Closing Date: April 14, 2025

Expected start date: as above

Expected completion date: September 30, 2026

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 Marlene@horticulturens.ca or by mail:

Horticulture Nova Scotia
32 Main St., Kentville Agricultural Centre
Kentville, NS
B4N 1J5

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