

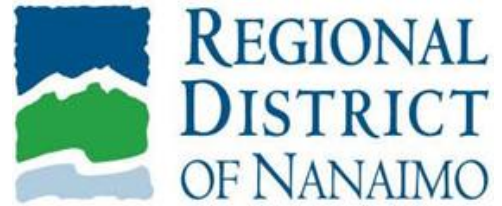
EMPLOYMENT OPPORTUNITY

Climate Change and Resilience Coordinator

Temporary Full-Time | External

Long-Range Planning and Energy and Sustainability

Competition No.: 2026-1125



APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2026-1125 in the subject line of your email to ensure proper processing.**

***Applications will be accepted until:
4:00 pm, on November 5, 2026***

Date Posted: October 14, 2026

ELIGIBILITY LIST

This competition may establish an Eligibility List for the Climate Change and Resilience Coordinator position. The list may be used to fill future TFT Climate Change and Resilience Coordinator vacancies within Long Range Planning and Energy and Sustainability. For more information about eligibility lists, see Letter of Understanding #15.

CRIMINAL RECORD CHECK

A satisfactory Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

ABOUT THE ROLE

The Regional District of Nanaimo (RDN) is seeking a temporary full-time Climate Change and Resilience Coordinator with Long-Range Planning and Energy and Sustainability.

The Climate Change and Resilience Coordinator contributes to the promotion and delivery of climate action and resilience response within the RDN including land use policies and planning, climate change programs, green building research and implementation, projects that enhance the social well-being of residents of the region, and corporate sustainability initiatives. A key part of this role is raising awareness about sustainability through effective collaboration and communication.

QUALIFICATIONS

Qualifications include a master's degree and related professional designation in economics, engineering, planning, sustainability, climate change, or a related field, supplemented by certification in energy management and sustainable or green building systems. Candidates must also possess a minimum of five (5) years of job-related experience, preferably in a local government setting, and a valid Class 5 BC driver's license.

SKILLS & ABILITIES

Strong knowledge and experience in developing and implementing climate action and resilience frameworks, strategies and action plans for local governments. Proven ability to develop and apply public policy tools, including developing public education and outreach programs related to climate action, and engage with an audience during public outreach and consultation. Positive, skilled consensus builder. Respectful and clear communication style with very strong ability to build collaborations and foster productive, positive relationships with colleagues and external parties/collaborators. Organised, self-motivated, and action-oriented.

POSITION DETAILS

This is a temporary full-time (35 hours per week) Union position for 12 months, with the possibility of ending early or extension based on the operational needs of the department. The (2026) rate of pay is \$53.01 to \$55.80, plus 12.4% in lieu of benefits including vacation and statutory holidays, or the uninterrupted continuation of their benefits package as provided for in the Collective Agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.



www.rdn.bc.ca



rdncareers@rdn.bc.ca

Climate Change and Resilience Coordinator Development and Emergency Services

Pay Band 17

Job Summary

The Climate Change and Resilience Coordinator contributes to the promotion and delivery of climate action and resilience response within the Regional District of Nanaimo (RDN); including land use policies and planning, climate change programs, green building research and implementation, projects that enhance the social well-being of residents of the region, and corporate sustainability initiatives. As well as raising awareness about sustainability through effective collaboration and communication. This position provides leadership, direction and support to Departments by assisting team members in their duties, as required, to meet service expectations, goals and objectives.

Primary Duties and Responsibilities

- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Identifies climate change risks and opportunities within the RDN, as well as outcomes necessary and resources available to implement projects on climate adaptation, resilience and GHG emissions reductions.
- Updates, implements and monitors the RDN and community climate action programs, including policy and procedural instructions, and supports RDN member municipalities with similar strategies.
- Implements the Corporate Carbon Neutral 2032 Plan by:
 - Creating, managing, and analyzing emissions databases;
 - Preparing responses to the Provincial grants, and GHG accounting requirements, and ensuring the RDN remains carbon neutral in its operations;
 - Developing an implementation strategy to meet emission reduction targets, including a climate lens, policy framework and annual report;
 - Building capacity to incorporate climate action and resilience into service delivery, asset management, and strategic planning; and
 - Reviewing strategic plans and major projects to ensure alignment with the RDN's climate action initiatives.
- Assesses and provides membership recommendations for climate programs, working groups, etc, and leads the RDN's participation in local, provincial, national and international climate, sustainability and resilience initiatives.
- Researches, promotes and implements innovations to increase the RDN's resilience to adapt to climate change.
- Develops and implements region-wide public awareness, education, and capacity building strategies designed to encourage participation in and support for climate action initiatives, in coordination with the goal of making the RDN a model for social responsibility and rural resilience.
- Guides the RDN's approach to the BC Energy Step Code with RDN Building Services.
- Oversees and regularly reviews and reports on the green building rebate program.
- Develops, implements and maintains, an Electric Vehicle Strategy and a Net Zero Strategy for building efficiency and localized energy generation.
- Fosters and maintains relationships and commitments with a wide range of stakeholders in the public, private and academic sectors, to identify opportunities to implement RDN climate action policies and initiatives.
- Hosts meetings and provides technical support and information on climate action issues, to local government staff and elected officials on a regular basis.
- Plans, assigns, and oversees the day-to-day work of the Climate Action Outreach Coordinator, providing direction, support, and performance feedback as required.
- Identifies opportunities for grants or other external funding sources, including community partnerships, and prepares and submits grant applications.

- Prepares, monitors and reports on climate change and sustainability budgets, including rebates and capacity building.
- Researches, develops and prepares presentations and reports.
- Follows all policies, procedures and standards of the RDN.
- In an emergency situation that requires the activation of the RDN's Emergency Operations Centre (EOC), may be called upon with other RDN employees and assigned a role and/or tasks to support the EOC. Courses and/or workshops may be offered by the RDN to support this role.
- Performs other related duties as required.

Job Qualifications

Education/Experience

- Master's degree and related professional designation in economics, engineering, planning, sustainability, climate change, or a related field.
- Certificate in energy management, such as the Certified Energy Manager (Canadian Institute of Energy Training) or Sustainable Energy Management (BCIT).
- Certificate or formal accreditation in sustainable or green building systems, such as LEED, Built Green or Passive House.
- Minimum five (5) years prior job-related experience, preferably within a local government setting.
- Possession of a valid Class 5 BC Drivers Licence.

Skills/Abilities

- Strong knowledge and experience in:
 - Achieving local government GHG emissions reductions, climate change adaptation and mitigation, sustainable development, asset management, and resilience.
 - Developing climate action and resilience frameworks, strategies and action plans for local governments.
 - Energy conservation trends, efficiency and alternatives related to local government authority and operations, including renewable energy.
 - Current regulatory and policy framework for climate action and energy management specifically as it relates to local government.
 - Carbon markets, both in BC and internationally.
- Proven ability to:
 - Apply best practice analyses, such benefit-cost, triple bottom line, co-benefits, return on investment, full life cycle costing to catalyze corporate and community initiatives.
 - Develop and apply public policy tools, including developing public education and outreach programs related to climate action.
 - Engage with an audience during public speaking and public relations events; effectively communicating technical and quantitative information to a general audience, with knowledge of public participation methods, means and processes.
 - Apply project management methods, including business case development, identifying operational cost savings and overseeing the work of consultants.
 - Conduct comprehensive research and analysis, write and present policy papers and reports regarding complex climate change and resilience matters.
 - Plan, organize and manage workloads and projects, set priorities, meet deadlines and work under pressure to serve the diverse needs of multiple municipalities and electoral areas.
 - Seek potential grants and projects and write successful proposals.
 - Work both independently as well as proactively in a team environment.

- Highly integrated and cross-discipline communication style, using effective listening, stakeholder consensus-building and change-management skills to meet operational and strategic targets; demonstrating excellent interpersonal and written/verbal communication skills.
 - Strategic, results-oriented, energetic team player.
 - Advanced computer skills including Microsoft Office, Excel, PowerPoint, database management, GIS, GHG software.
 - Excellent knowledge of managing large data sets, spreadsheets, and data analysis.
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Reporting Relationship

Reports to: Manager, Long Range Planning, Energy and Sustainability.

Direct Reports: Climate Action Outreach Coordinator