



Job Title: Sustainable Business Initiative (SBI) Manager

Date Posted: November 23, 2016

Closing Date: Interested candidates should send Covering Letter and Resume to apply@sustainablehamiltonburlington.ca by **Friday, December 2, 2016.**

Start Date: January 2, 2017

Background

Sustainable Hamilton Burlington (SHB) is a non-profit social enterprise, launched in 2011, dedicated to inspiring sustainability leadership in our business organizations for a healthier environment and thriving, prosperous communities. We aim to make sustainability the new business norm. We believe that by enhancing the success of our most influential and impactful organizations, including businesses, institutions and non-profit organizations, we will help create sustainable prosperity for the cities of Hamilton and Burlington overall. SHB is an Affiliate Member of Sustainability CoLab, a network of 8 Ontario community social enterprises convening networks of businesses setting sustainability targets. Together, we're demonstrating that a more sustainable economy is possible.

The SBI is our core, membership-based program that helps businesses to be more sustainable through education, driving measurable action and celebrating results. Business members reduce their environmental impacts, including carbon emissions, energy/water consumption, waste to landfill, etc. while also creating social and economic value. Support includes advice, a comprehensive toolkit and other resources, and access to a series of learning forums and technical workshops. For additional information on the SBI please refer to:

<https://sustainablehamiltonburlington.ca/become-a-sustainability-leader-or-partner/> for a description of the current SBI services and programs.

SHB has just been awarded funding for three years by the Ontario Trillium Foundation to hire a full-time SBI Program Manager to lead the expansion of the Sustainable Business Initiative. The SBI Program Manager will join a dedicated and passionate team of staff and volunteers.

Job Purpose: The SBI Manager will report to the President to help build SHB, through the SBI Program, as the recognized hub of information, resources and support on business sustainability. This is a senior staff position responsible for the overall successful development and delivery of sustainability programs to SBI Members, through whom we will drive measureable contributions to the environmental, social and economic health of our communities. The successful candidate will be an external

spokesperson for the organization, responsible for managing a team of volunteers as well as working directly with Members. The SBI Manager will also assist in recruitment of new members, overseeing the technical content of educational workshops and forums, reporting on member progress as well as reporting on SBI metrics overall.

Duties and Responsibilities:

Leadership / Spokesperson

- Is a secondary external spokesperson for the organization
- In concert with the President, is expected to motivate, support, train and mentor SBI Volunteers

Recruitment of SBI Members

- Provide support to President and Business Development Team in recruiting new members.

Sustainability Training

- Work with Members, directly and through dedicated volunteer SBI Member Support Specialists, to help achieve member sustainability objectives:
 - Train and coach participants using the SBI sustainability framework/reporting toolkits and carbon accounting software
 - Encourage and empower members to properly measure, set carbon/sustainability targets, track and report on their progress.

Sustainable Hamilton Burlington Business Report

- Lead development of content for annual Business Report.
- Liaise with expert judges, coordination of judging process and provision of feedback to SBI Members.
- Oversee judging input into selection of award winners for Evening of Recognition.

Research Lead

- Ensure that SHB is kept aware, up-to-date and current with all developments relating to all of the following:
 - Sustainability trends relating to business
 - Carbon emission regulations in Canada, Ontario, Hamilton and Burlington
 - Global climate change and GHG policy
 - Relevant climate change and sustainability science
 - Relevant Hamilton-Burlington business news
- Responsible for the synthesis of this research and ongoing communications with the President to ensure Sustainable Hamilton's business plan remains current with changes to any of the research areas outlined above.

Stakeholder Engagement

- Builds relationships and liaises with sustainability professionals within Hamilton - Burlington and in the broader sustainability community nationally.
- Works directly with other community groups, including not-for-profits, associations and external agencies, to collaborate and share resources.

Technical Spokesperson

- Work closely with Events & Marketing team to assist with content for external communications regarding corporate sustainability, regulations, and all similar “technical” matters.

Event Content

- Work with the Events & Marketing Manager to ensure the content of technical workshops and educational forums meets the needs and challenges faced by SBI Members.

Volunteer Mentoring and Coordination

- Work closely with Volunteer and Education Coordinator to recruit, train and mentor volunteers for the SBI program.

Reporting

- Tracking and reporting on SBI activity progress as part of SHB reporting requirements to the Board of Directors, funding organizations and Sustainability CoLab.

Roles & Responsibilities of Sustainable Hamilton Burlington:

Sustainable Hamilton Burlington is dedicated to providing a rewarding and mutually beneficial experience for our Staff and Volunteers. We will strive to gain an understanding of each person’s career and personal aspirations as they relate to their work with SHB and do whatever we can to support these goals. Overall, we endeavour to provide a diverse, inclusive culture that promotes positive professional and social interactions with other like-minded individuals that leads to camaraderie and enhanced learning.

Qualifications:

The ideal candidate will have a post-secondary degree or diploma in sustainability, business, environmental management, engineering or other related area, a strong passion for sustainability and contributing to a healthy community. At least three years’ related work experience in a public- or client-facing role would be an asset.

The successful candidate will have the following qualifications, traits and abilities:

- Positive, optimistic outlook and passionate about sustainability
- Understands and can communicate the business case for sustainability in business terms
- Understands (and/or willing to learn) climate science, environmental regulations
- Self-motivated, works well independently but thrives on teamwork
- Able and enthusiastic coordinator and motivator of team members
- Proactive, forward-thinking
- Outgoing, Service-oriented, confident
- Excellent communications skills – verbally as well as written
- Analytical, scientific in approach to finding new solutions and problem-solving
- Excellent organizational and time management skills

- Valid drivers' license and ability to travel within the greater Hamilton - Burlington area.

Remuneration:

The salary range for this position is \$45,000 - \$50,000.

Location of Work:

The position will be based out of the Hamilton SHB offices, although there is flexibility to work remotely when appropriate.

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