



## **Job Posting – Offshore Wind Coordinator**

### **Valuing Lived Experiences**

EAC's vision is of a just and vibrant world of respect, belonging, and ecological resilience. As a team we are working to decolonize, further equity, and dismantle the harmful systems at the root of the interconnected crises of environment and justice that we tackle every day. We strive to bring an equity lens to all that we do, including by building a strong and diverse team.

We recognize that different people have access to different educational, employment, and volunteer opportunities due to different life circumstances including inequity and systemic and structural discrimination. We recognize that not every employee in this role will possess all the experience, skills, qualifications, and competencies listed here and we are willing to support every employee in building the skills and experience they need to excel in their role. We appreciate and value team members from equity-deserving groups including, but not limited to: African Nova Scotian and other racialized people, Mi'kmaq and other Indigenous people, lesbian, bisexual, gay, transgender and queer people, and persons with disabilities.

### **Summary**

The Offshore Wind Coordinator is responsible for coordinating and strengthening EAC's offshore wind policy advocacy, campaigning, program development, and research as part of the Atlantic Offshore Wind Coalition. This is a coalition of three organizations – East Coast Environmental Law, Ecology Action Centre, Sierra Club of Canada – working to strengthen support for smart development of offshore renewable energy in Atlantic Canada.

EAC's Offshore Wind Coordinator has a focus on Nova Scotia and works closely with a Sierra Club counterpart in Newfoundland as well as the team at East Coast Environmental Law.

The Offshore Wind Coordinator's project management skills help the coalition effectively move their campaigns from conception through to implementation and impact. The Offshore Wind Coordinator has policy and technical experience in the energy and/or marine sector, skills at persuasion and creative problem solving, and a passion for renewable energy. They work in a collaborative, impact-oriented environment with coalition leadership, project coordinators, and key support staff including consultants and any external partners including funders, community members, service providers, etc. They report to the EAC's Senior Energy Coordinator and receive direction from and hold relationships with coalition leadership, project coordinators and consultants.

### **Key Responsibilities**

- Alongside offshore wind coalition partners, creating and evolving impactful and effective advocacy campaigns.
- Building and strengthening a professional network of allies and partners.



- Alongside offshore wind coalition partners, members, building partnerships, and joint initiatives related to offshore wind.
- Evaluating offshore wind-related policy and political context, providing thorough technical analyses of systems and regulations from both technical and social science perspectives, and bringing expertise to stakeholder consultations, regulatory proceedings, and advisory boards.
- Keeping abreast of offshore wind-related developments from all levels of government and comparing progress with commitments made.
- Conducting and/or overseeing research related to offshore wind and communicating relevant findings to relevant EAC staff, coalition members and/or external partners.
- Sharing EAC's offshore wind-related policy priorities with relevant decision-makers, partner organizations, and the media; acting as a spokesperson for EAC on offshore wind as needed.
- Working with EAC communications staff to create offshore wind-related content for media, social media, and internal and external publications.
- Maintaining and expanding EAC's reach by identifying and leveraging offshore wind-related opportunities through public outreach, community events and EAC initiatives.
- Engaging and supporting volunteers.
- Completing financial and other funder reporting as required.
- Identifying and submitting offshore wind-related grant proposals and supporting other fundraising efforts specific to offshore wind, in conjunction with your supervisor and, in some cases, the fundraising team.
- Other duties as required.

### **Experience, Skills, and Qualifications**

- At least two years of experience in organizing, planning, and/or supporting environmental advocacy campaigns in either a professional or volunteer capacity.
- Education or training in engineering, environmental science, law, public policy, ocean science and spatial planning , or a related field.
- Clear knowledge of the renewable energy sector and the policy landscape in Nova Scotia; familiarity with relevant provincial and national legislation and regulations.
- Demonstrated experience conducting research and transforming complex or technical information into engaging narratives.
- Excellent oral and written communication skills.
- Comfort and experience with building professional networks.
- Comfort and experience speaking in front of a wide variety of audiences.
- Strong interest in the effects of renewable energy on different communities and peoples based on gender, race, class, geography, etc. and the relationship between energy, social justice, and community health.
- Project management skills and experience, including managing budgets and developing funding proposals.



- Ability to work independently and as part of a team, effectively manage multiple tasks, and use time efficiently.
- Strong work ethic and motivation to work on offshore wind and renewable energy.
- Computer literacy in Office 365 (including Outlook, SharePoint, Word, Excel, and PowerPoint) and web-based platforms.
- Willingness to utilize social media and traditional mass media.
- Available to work on the occasional evening / weekends; willing to travel.
- These additional skills, areas of knowledge, and experiences are an asset:
- Experience working in sustainability-related field in Nova Scotia.
- Experience identifying and supporting fundraising and grant opportunities.
- Experience working for a non-profit organization, government, academic institution, First Nation Band, co-op, labour organization, or community enterprise.
- Experience working with governments on policy matters.
- Competency in written and oral French

### **Role Specific Competencies**

- Collaboration – Works productively with diverse individuals to target and achieve optimal results through consensus-building.
- Communication – Clear communicator with excellent written and verbal skills.
- Problem Solving / Analytical - Anticipates, identifies, and defines problems, seeking root causes and developing/implementing timely, practical solutions. Positive problem-solving attitude, high analytical ability, and results-driven.
- Self-Motivated – Works well independently, takes initiative, and adapts work schedule as required.
- Workload and Time Management – Manages competing priorities and organizes time and resources effectively.

### **Terms of Employment:**

- Full-time position
- EAC has a 4-day work week with Fridays off-totaling 30/week with some flexibility in the workday. Learn more about why [here](#).
- Salary for this position will be \$33.00 - \$35.50/hr commensurate with experience
- Cost-shared benefits plan
- Hybrid work environment requiring 1 days a week at our office in Halifax's North End.
- 3 weeks paid vacation per year (pro-rated for the 4-day work week), 1 week of paid time off during the winter office closure in December, 12 paid holidays (per year) and paid wellness days (10 per year).
- Anticipated start date June 2025

**TO APPLY :** Please submit your resume and cover letter [here](#). The closing date for this position is **May 18, 2025**. We thank everyone who applied; however, we will only be contacting those who will be interviewed.