



Job Posting: Energy Outreach Coordinator – Cape Breton

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 encourage applications from individuals 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. If you are a member of an equity-deserving group, and feel comfortable doing so, we encourage you to self-identify in your cover letter or application. We prioritize diversity in our selection process.

ABOUT US

The Ecology Action Centre (EAC) is a fierce and creative environmental charity based in Mi'kma'ki/Nova Scotia. Since 1971, we have proudly tackled critical environmental issues from biodiversity protection to climate change to environmental justice. Grounded in community, we act as a watchdog, convenor, mobilizer and incubator, taking a holistic approach to the environment and the creation of a just and vibrant world.

We strive to promote a diverse and inclusive organizational culture that emphasizes collaboration, caring, quality work, and real impact. We value our members, volunteers, employees, and partners and strive to create a space of respect, belonging and resilience.

We have a team of passionate and determined people who share ideas and inspire others to create systemic change in the face of urgent, complex environmental issues.

ABOUT YOU

As the Energy Outreach Coordinator, you will work with partner organizations to support and expand EAC's Energy work in Cape Breton, ensuring strong connections to diverse energy-sector actors and linking energy policy and action to EAC's organizational campaigns. Your relationship-building skills help advance the Energy file through partnership development and community- and coalition-building. You will work in a collaborative, impact-oriented environment with the energy team and other EAC colleagues as well as community, public, and private sector partners.



Project Management:

- Designing and delivering initiatives that enhance energy-sector leadership and capacity in collaboration with partner organizations.
- Ensuring systems are in place to coordinate and track the successful and timely completion of overall project objectives being carried out by project staff and volunteers.
- Working with the team to manage spending within the project budget.
- Completing financial and other funder reporting as required.
- Working with the team to identify grant opportunities; writing energy-related proposals and supporting other fundraising efforts in energy.

Community & Stakeholder Engagement:

- Engaging and supporting volunteers
- Organizing, hosting, and attending community events to raise awareness and rally advocacy for affordable and renewable energy
- Building a grassroots campaign of rural, low-income citizens in Unama'ki / Cape Breton to advocate for affordable, safe and sustainable home energy and alleviating energy poverty.
- Establishing and growing partnerships with organizations, institutions, and people in communities needed for program development, research deliverables, and participant recruitment.
- Establishing relationships and engagement strategies to ensure project opportunities are of interest to and taken up by participants from diverse communities.
- Creating outreach and recruitment materials.
- Contributing to EAC's public communications efforts on affordable energy and energy democratization and responding to media inquiries as appropriate.

Research and Report Writing:

- Analyzing and reporting on survey results and other data collection as required.

Other duties as required.

WHY YOU SHOULD APPLY

Even if you don't have all the requirements listed in this position, you may be the right candidate. Apply and tell us what you'd bring to the team.



WHAT YOU BRING

- At least one year of experience in project leadership or policy development and implementation.
- Clear knowledge of community-based work.
- Strong decision-making skills, based on an ability to gather and analyze the information needed to understand and resolve problems.
- Proven skills as a relationship builder and talented at creating strong networks.
- Experience in research, data analysis, report writing, and project implementation.
- Experience in community engagement and development, including meeting coordination, group facilitation, and event planning.
- Network-building skills to connect actors across sectors and regions.
- A deep and abiding commitment to equity, diversity, and inclusion in all its forms, and a cultivated ability to apply an anti-oppressive lens and framework to community development, project management, program design and delivery, and relationship building and repair.
- Strong organizational and priority settings skills
- An ability to get creative and innovate
- A proactive approach to funding and grant-writing initiatives

These additional skills, areas of knowledge, and experiences will be considered an asset:

- Background and/or education in communications, public policy, planning, environmental studies, social work, or other relevant field
- Experience working with non-profit and community organizations
- Relationships with African-Nova Scotian and Mi'kmaq communities
- Driver's license and access to transportation

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.



Conflict Management – Ability to assess, address and/or resolve conflict situations as they arise.

Flexibility/ Adaptability - Able to alter behavior and opinions in light of new information, changing situations, and/or different environments; able to quickly shift focus or activities; able to accept and respond to changing priorities of job or organization.

Listening, Understanding and Responding – Interacts effectively with other individuals and groups; listens actively and responds appropriately and effectively when interacting with individuals and groups.

Problem Solving / Analytical - Anticipates, identifies, and defines problems, seeking root causes and develops/implements timely, practical solutions. Has a positive problem-solving attitude, high analytical abilities, and is 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.

Event-planning experience—Logistical and people planning and promotional skills for small and large community gatherings

TERMS OF EMPLOYMENT:

- Full-time; 4-day, 30 hr work week, Monday - Thursday with some flexibility in the workday. [Find out more about our 4-day work week here](#)
- Remuneration: \$32.45 to \$34.50 and hour commensurate with experience
- Full-time, one year contract
- 4 weeks pro-rated, 10 paid health days, and 12 paid Holidays, cost-shared benefits plan after 3 months
- Location – Cape Breton, hybrid work

THIS IS A GREEN JOBS INTERNSHIP. To apply you must meet be between the ages of 15 and 30 (inclusive) and meet the following;

- Be Canadian Citizens, Permanent Residents, or Protected Persons as defined by the Immigration and Refugee Protection Act;
- Not currently be in school;
- Be legally entitled to work in Canada; and
- Be legally entitled to work according to the relevant provincial/territorial legislation and regulations



- **PLEASE INDICATE if you self-identify as Indigenous, youth living with a disability, or a woman, or a racialized youth or a youth who are living in a Northern or Remote community**

TO APPLY

[Please submit your resume and cover here.](#) The closing date is **June 22, 2025.**

We thank everyone who applied; however, we will only be contacting those who will be interviewed.