



Job Posting – Transportation Coordinator, Policy

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

· You are passionate about working to increase equitable access to and use of transportation modes in Nova Scotia that reduce greenhouse gas emissions and promote healthy and safe communities. You are skilled in connecting people and building coalitions and partnerships, with a keen mind for policy.



Key Responsibilities

- Working alongside the transportation team to create and evolve impactful and effective advocacy campaigns.
- Building and strengthening a professional network of allies and partners.
- Working alongside transportation team members to build coalitions, partnerships, and joint initiatives related to Transportation.
- Evaluating Transportation-related policy and political context, providing thorough technical analyses of systems and regulations, and bringing expertise to stakeholder consultations, regulatory proceedings, and advisory boards.
- Keeping abreast of Transportation-related developments from all levels of government and comparing progress with commitments made.
- Conducting research related to Transportation and communicating relevant findings to relevant EAC staff and/or external partners.
- Sharing EAC's transportation-related policy priorities with relevant decision-makers, partner organizations, and the media; acting as a spokesperson for EAC on transportation issues as needed.
- Working with EAC communications staff to create transportation-related content for media, social media, and internal and external publications.
- Maintaining and expanding EAC's reach by identifying and leveraging transportation-related opportunities through public outreach, community events and EAC initiatives.
- Engage and support volunteers.
- Developing and managing a project budget where necessary.
- Completing financial and other funder reporting as required.
- Identifying and submitting transportation-related grant proposals and supporting other fundraising efforts specific to Transportation in conjunction with your supervisor and, in some cases, the fundraising team.
- 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. If you are a natural leader with experience in environmental advocacy and a passion for transportation, we want to hear from you. Apply and tell us what you'd bring to the team.

WHAT YOU BRING

- 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 environmental studies, planning, public policy, or a related field.
- Clear knowledge of the Transportation 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 transportation access on different communities and peoples based on gender, race, class, geography, etc. and the relationship between transportation access, 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 in Transportation.
- 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.

Other skills and experience considered an asset:

- Experience working in Transportation-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.

TERMS OF EMPLOYMENT:

- Full-time position with flexible hours within a 4-day work week, totaling 30 hours/week. Monday-to-Thursday schedule, with some exceptions. Learn more about our 4-day work week [here](#).
- Hourly wage of \$32.45-\$34.50/hr commensurate with experience
- Hybrid work environment requiring 1-2 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 (12 per year) and paid wellness days (10 per year)



- Cost-shared benefits plan

TO APPLY

Please submit your resume and cover letter via JazzHR – [Apply here](#). The closing date is September 24, 2025.

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