

## JOB POSTING

**Consultants (Two Positions)**  
Full Time  
Term Contract or Permanent  
Location: Remote (Canada, US, or Chile)

### ABOUT SUSTAINABILITY SOLUTIONS GROUP

SSG is a 40-person worker co-operative founded in 2001 to carry out creative, challenging, and values-based work. Over the past 20+ years, SSG has become a world leader in climate action planning. We aspire to a decarbonized world of thriving people, communities, and ecosystems—a world achieved with diverse collaboration and democratic participation, through analyzing the impacts of our choices, and by regenerative efforts achieving fossil fuels elimination.

Our work includes:

- Energy and emissions modelling and planning for communities and local governments;
- Climate change adaptation and mitigation planning;
- Equitable community engagement;
- Community and health planning;
- Energy systems planning;
- Cutting edge climate action research, and more.

### OUR COMMITMENT TO EQUITY

SSG celebrates diversity and strives to participate in restorative justice, in part by implementing just recruitment practices. We encourage applications from BIPOC, LGBTQIA2S+ applicants, applicants with disabilities, and applicants from historically marginalized communities.

### ABOUT THIS RECRUITMENT

SSG is seeking to hire **two** new workers to join our stellar project delivery team. From these individuals, we are looking to add certain qualifications, skills, and attributes (“qualities”) to the team.

**We do not necessarily expect both individuals to have all of the desired qualities.** As such, SSG has elected to post a single job that describes the full array of work that these two Consultants will perform and the full array of qualities that we think will be required to do this work. Certain qualities will be required for both roles. Certain qualities will only be required for one of the roles.

With this in mind, we encourage applicants to identify which of the qualities they will bring to the role and for which of the job responsibilities they feel most suited.

## ABOUT THE POSITION

### GENERAL DESCRIPTION (APPLIES TO ALL CONSULTANTS)

Each Consultant will work to deliver SSG's projects. Responsibilities of all Consultants include:

- ❑ Leading and supporting the delivery of climate action planning projects, which typically involves:
  - ❑ Building relationships with clients and interested and affected parties;
  - ❑ Project and task management;
  - ❑ Attending meetings with SSG staff and with clients;
  - ❑ Interpreting, analyzing, and reporting on financial, energy, and emissions data;
  - ❑ Interpreting, analyzing and reporting on climate risks, vulnerabilities, and adaptation opportunities;
  - ❑ Report writing for audiences including City Councils, university and corporate leaders, as well as the public;
  - ❑ Monitoring industry progress, political perspectives, and policies that will impact climate action planning;
  - ❑ The ability to communicate about climate action in ways that encourage, support and empower clients to move forward confidently;
  - ❑ Data collection and research;
  - ❑ Preparing for and participating in engagement sessions with diverse interested and affected parties;
  - ❑ Quality control to ensure reports and data are accurate, precise and complete; and
  - ❑ Knowledge management.

In addition to project work, all workers at SSG contribute to SSG's strategic and organizational development. Consultants will be expected to assist and/or lead internal projects that may relate to strategic development, organizational knowledge management, or internal organizational equity work, among other things, on an as-needed basis.

SSG's ideal candidate is looking for long-term employment, with an interest in becoming a committed member-owner of the co-operative.

### RESPONSIBILITIES (APPLY TO ONLY CERTAIN CONSULTANTS)

SSG Consultants work alongside a team to lead and deliver on climate action planning work. This includes Project Management, Client Relationship Management, Facilitation, Data Analysis, Data Modelling, and Report Writing.

It is expected that a Consultant will excel in at least **two** of the following numbered areas.

## 1. French-Language Project Delivery

At least one of the Consultants hired will support the delivery of projects in French-speaking Canada, most notably, Québec. The Consultant will bring technical and project delivery expertise described below and will be capable of doing so in French (spoken and written) and with an understanding of the Québec climate action context.

## 2. Project Delivery Leadership

- ❑ Being a primary point of contact with clients;
- ❑ Building relationships with clients while managing changes to project scope, project risks, and client expectations;
- ❑ Combining knowledge of best-practice climate action with each client's unique circumstances (e.g. governance structure, political constraints, their authority to enact change, etc.) and opportunities revealed by technical modelling to create a compelling strategy for each client's plan or project;
- ❑ Leading and managing interdisciplinary teams to deliver climate action plans and related projects on time and on budget;
- ❑ Coordinating with and supporting project team members to produce excellent information and tools for clients, and to grow in their own roles;
- ❑ Leading meetings with clients, utilities, and other affected parties
- ❑ Answering questions regarding our work, including those from the media;
- ❑ Liaising with policy makers at all government levels on policy and program development;
- ❑ Attending or leading project engagement workshops in supporting or facilitating capacities; and
- ❑ Writing reports for audiences such as City Councils, university and corporate leaders, as well as the public.

## 3. Energy and Emissions Policy and Analysis

- ❑ Completing standard protocol GHG emissions and accounting inventories and understanding the principles behind them;
- ❑ Maintaining a broad understanding of low carbon technologies, policies and case studies, and co-benefits, and synthesizing this with local information about a client, their constraints, and the modelled energy and emissions data about their community, to provide them with informed, long-term strategic recommendations;
- ❑ Independently monitoring industry progress, cultural shifts and political perspectives that impact climate action planning;
- ❑ Identifying data needed to perform GHG emissions modelling and aiding SSG technical staff with data collection;
- ❑ Organizing and evaluating modelling data using a variety of tools including spreadsheets and Geographic Information Systems (GIS);

- ❑ Writing and editing professional reports for a variety of audiences;
- ❑ Completing background reviews of policies, strategies, plans, and other published documents to gain insight into communities' energy and emissions goals;
- ❑ Researching and briefing Project Leads about provincial/state and federal policies and how they relate to energy and emissions planning;
- ❑ Monitoring, evaluating and verifying climate action impacts and techniques that will encourage the long-term implementation and success of climate actions;
- ❑ Communicating about climate action in ways that encourage, support and empower clients to move forward confidently; and
- ❑ Identifying and assessing innovative policies at the municipal/state/provincial levels.

#### **4. Climate Change Adaptation/Vulnerability/Resilience Project Delivery**

- ❑ Working with General Circulation Models (GCM), especially RCP and SSP scenarios, to develop downscaling and integrating different climate models results;
- ❑ Assisting SSG technical staff on data needs and collection for adaptation modelling;
- ❑ Analyzing and interpreting modelling outputs;
- ❑ Analyzing and researching qualitative climate hazards and vulnerabilities;
- ❑ Developing GIS models to assess threats, exposure, vulnerability (sensitivity and adaptive capacity) and risk;
- ❑ Carrying out financial assessments of risks;
- ❑ Writing and editing project reports;
- ❑ Completing background reviews of municipal policies, reports, and other published documents to gain insight into cities' current and future risks; and
- ❑ Researching provincial/state and federal policies and determining how they relate to climate-related risk management.

#### **5. Climate Action Plan Implementation**

- ❑ Assessing current municipal, provincial/state, and federal urban planning, buildings, land use, energy, waste, industrial, agriculture and forestry, and transportation policies and programs;
- ❑ Developing policies and actions for implementation across these sectors to achieve climate goals;
- ❑ Performing energy, emissions, and financial calculations for these sectors;
- ❑ Understanding municipal government structures and developing system change models required to implement climate action plans in their organizations;
- ❑ Identifying applicable and available funding mechanisms to support policy implementation; and
- ❑ Facilitating or engaging with interested and affected parties and advisory groups to support policy development and implementation.



## WHO WE ARE LOOKING FOR

### **Successful candidates will have *all* the following qualifications and attributes:**

1. Passion for, knowledge of, and dedication to climate action planning.
2. Demonstrated ability to think critically and creatively, and to problem-solve.
3. High degree of self-motivation and ability to work independently.
4. Proven track record of success working on project teams.
5. Entrepreneurial outlook and ability to take initiative.
6. Excellent written and oral communications skills.
7. Strong analytical skills and attention to detail.
8. Comfort working virtually with a distributed workforce.
9. Commitment to social and climate justice.
10. Flexibility to adapt to different levels of workloads and schedules.
11. Ability to work in a non-hierarchical environment.
12. Kindness and a collaborative spirit.

### **Successful candidates will have *some* the following qualifications and attributes:**

1. Bilingual French-English (spoken and written).
2. Municipal Government experience in Canada, US, or Latin America.
3. Experience managing projects with budgets over \$100,000.
4. Excellent data analysis skills.
5. Background in financial and/or economic analysis of climate action scenarios.

### **The following qualifications and attributes are considered assets but are *not requirements* for successful candidates:**

1. Familiarity with and/or enthusiasm for worker co-operatives.
2. Experience with city planning.
3. Experience with Geographic Information Systems (GIS) and GIS software such as QGIS.
4. Canadian Institute of Planners (CIP) or American Institute of Certified Planners (AICP) designation.
5. Project management professional (PMP) designation
6. Experience with municipal asset management planning.
7. Experience with energy utilities data.
8. Experience with corporate-scale energy analysis.
9. Experience with community-level climate resilience/adaptation planning.
10. Familiarity with energy grid electrification.
11. Excellent negotiation skills.
12. Other languages spoken.

## SOFTWARE

SSG's primary software tools include Google Workspace, Microsoft Office, Adobe (Acrobat DC, InDesign), Slack, Zoom, Wrike, and Zotero. Previous knowledge of these tools is not necessarily required and can be taught on the job.

## SALARY, BENEFITS

SSG workers are paid according to a salary scale that factors in years of professional experience relevant to their position, as well as years worked at SSG. The salary scale applies equally to all workers, regardless of their position in the organization.

The salary range for 2023 is

- Canada: CAD \$64,070 - \$80,780 for non-members and \$66,850 - \$86,910 for members.
- US: USD \$51,320 - \$64,700 for non-members and \$53,550 - \$69,610 for members.
- Chile: CLP 28.916.900 - 50.074.600 (monthly gross income of CLP 2.409.742 - 4.172.883) for non-members and 32.442.900 - 57.832.400 (monthly gross income of CLP 2.703.575 - 4.819.367) for members.

All salaries are stated in gross annual terms.

To provide applicants with a sense of how new workers fall into the salary range: candidates with *zero* years of prior professional experience start at the bottom of the salary range; candidates with *17 or more* years of prior relevant professional experience will start at the top of the salary range.

SSG applies an annual cost of living increase to our salary ranges in January of every new year. SSG also targets an additional 15% base salary top-up, for all workers, when finances allow.

For Canadian workers, SSG offers a benefits package, which includes health, dental, and vision. SSG does not yet have a benefits package in place in the US and Chile. Currently, SSG offers US and Chile-based workers a health care stipend. For all workers, SSG offers flexible holiday pay, health & family care leave, four weeks of paid vacation, and a stipend for professional development.

## WORKING AT SSG AND WORK LOCATION

SSG has a relatively flat staff structure and payscale. Climate change and social justice values are embedded throughout our organization and work. SSG is a distributed organization with staff in Canada (British Columbia, Alberta, Ontario, Quebec, Nova Scotia), the United States (Texas), Chile, and Argentina.

The Consultant will work from home or a shared office with occasional out-of-town travel for work. Applicants from outside of Canada, the US, and Chile are welcome to apply, however, they must be eligible to work in those countries. Our typical work hours fall within the Pacific, Eastern, and Atlantic time zones. All candidates must also be available during these hours (9 AM - 5 PM) in one of these

time zones. Extensive work at a computer is required. SSG offers flexible work hours. Overtime may be required.

## **APPLICATION**

If interested, please email a resume to the hiring team at [work@ssg.coop](mailto:work@ssg.coop) no later than midnight Pacific Time on **August 20, 2023**.

Instead of a cover letter, please provide brief answers to the following questions (1 page max, please):

1. How did you hear about this job opening?
2. What languages are you able to work fluently in?
3. What interests you most about this role and why?
4. What are your top three attributes that make you a fit for this role?
5. What's something about yourself that you consider interesting (hobbies, favorite piece of art/literature/music, secret talent, etc.)?

**Please send all documents as a single file.**

If you need application assistance or accommodation due to a disability, please contact [work@ssg.coop](mailto:work@ssg.coop).

For more information about worker co-ops in Canada, see the following resources:  
[What is a Worker Co-op: Canadian Worker Co-operative Federation](#)  
[The Co-op Principles](#)

Depending on the number of applicants, we may be able to contact only those candidates whom we wish to interview.