

JOB POSTING

Consultant

Full Time, 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.

SSG works with communities, local governments, and other organizations serving the common good. Our work includes:

- Climate change adaptation and mitigation planning;
- Energy and emissions modelling and 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 THE POSITION

SSG's climate action planning projects are delivered by an interdisciplinary team of consultants. While each new SSG consultant will have specific expertise and skills that they bring to the role, SSG consultants will eventually play a wide-ranging role in leading and supporting project delivery. This includes everything from building relationships with clients to data analysis and interpretation to report writing.

For this recruitment, SSG is looking to bring on a consultant with specific experience in:

1. **Project Leadership.** This includes being a primary point of contact with clients, leading and managing SSG Project Teams, and leading the writing of final project reports.
2. **Climate Change Adaptation/Vulnerability/Resilience Project Delivery.** This includes analyzing and interpreting modelling outputs from SSG's technical staff, researching qualitative climate hazards and vulnerabilities, completing background reviews of municipal policies, reports, and other published documents.
3. **Climate Action Plan Implementation.** This includes 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 developing policies and actions for implementation across these sectors to achieve climate goals;

A more comprehensive list of typical tasks is found at the end of this job posting.

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

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

Successful candidates will have at least one of the following qualifications and attributes:

1. Municipal government or related consulting experience in the US, Canada, or Latin America.
2. Experience managing projects with budgets over \$50,000.
3. Excellent data analysis and/or visualization skills.
4. 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. Proficiency in French and/or Spanish.
2. Familiarity with and/or enthusiasm for worker co-operatives.
3. Experience with city planning.
4. Experience with Geographic Information Systems (GIS) and GIS software such as QGIS.
5. Canadian Institute of Planners (CIP) or American Institute of Certified Planners (AICP) designation.
6. Project management professional (PMP) designation.
7. Experience with municipal asset management planning.
8. Experience with energy utilities data.
9. Experience with corporate-scale energy analysis.
10. Experience with community-level climate resilience/adaptation planning.
11. Experience with diversity, equity, and inclusion initiatives, particularly in small organizations.
12. Familiarity with electricity grid electrification.
13. Excellent negotiation skills.
14. Other languages spoken.

SOFTWARE

SSG’s primary software tools include Google Workspace, Microsoft Office, Adobe (Acrobat DC), Slack, Zoom, Wrike, Zotero, and Airtable. 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, and membership status. The salary scale applies equally to all workers, regardless of their role or position in the organization.

The salary range for 2023 was

	Non-Members	Members
Canada	CA \$64,070 - \$80,780	CA \$66,850 - \$86,910
US	US \$51,320 - \$64,700	US \$53,550 - \$69,610
Chile	CLP 28.916.900 - 50.074.600 ¹	CLP 32.442.900 - 57.832.400 ²

¹monthly gross income of CLP 2.409.742 - 4.172.883

² monthly gross income of CLP 2.703.575 - 4.819.367

All salaries are stated in gross annual terms³.

SSG applies an annual cost of living increase to our salary ranges every year. The 2024 salary cost of living increase will be communicated by the time interviews are offered.

For Canadian workers, SSG offers a benefits package, which includes health, dental, and vision. SSG offers US-based workers a health care allowance, vision and dental insurance, and access to a disability insurance program. Chile-based workers are entitled to coverage under a group benefits plan (Seguro de Salud Complementario) established for SSG Chile Employees and their dependants and their spouses.

For all workers, SSG offers flexible holiday pay, generous health and family care leave, four weeks of paid vacation, paid volunteer time, and a stipend for professional development.

CO-OPERATIVE MEMBERSHIP AND PROFIT SHARING

This position will be eligible for membership in the co-operative (i.e., co-ownership) within 12 months. SSG distributes a *minimum* 50% of its annual net income back to its members. Income distribution is in the form of shares and cash, as determined by SSG's Board of Directors.

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, the United States, Mexico, and Chile.

The Consultant will work from home or a shared office (such as a co-working space) 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 between 9 AM - 5 PM in the Pacific through Atlantic time zones. All candidates must also be available during these hours in one of these time zones (i.e. Pacific, Mountain, Central, Eastern, Atlantic, Chile, or Newfoundland). Extensive work at a computer is required. SSG offers flexible work hours. Overtime may be required.

APPLICATION

If interested, please submit your application through [this online form](#) no later than midnight Pacific Time on **February 25, 2024**.

³ 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.

If you need application assistance or accommodation due to a disability, please contact 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.

APPENDIX A: MORE DETAIL ON THE POSITION

Typical tasks carried out by all SSG Consultants

- ❑ Building relationships with clients and interested and affected parties;
- ❑ Leading and actively participating in 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 local governments, industry and corporate leaders, as well as the public;
- ❑ Monitoring industry progress, political perspectives, and policies that will impact climate action planning;
- ❑ Communicating about climate action in ways that encourage, support, and empower clients to move forward confidently;
- ❑ 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;
- ❑ Knowledge management to ensure project insights are available to all SSG workers; and
- ❑ Other duties such as data collection, research, report writing, and project and task management.

Typical tasks for this role

1. Project Delivery Leadership

- ❑ Being a primary point of contact with clients, including leading meetings;
- ❑ Building relationships with clients while managing project scope, project risks, and client expectations;
- ❑ Combining knowledge of best-practice climate actions 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;
- ❑ Liaising with policy makers at all government levels on policy and program development;
- ❑ Attending or leading project engagement workshops with interested and affected parties, in supporting or facilitating capacities; and
- ❑ Writing reports for audiences such as city councils, policy-makers, academics, large organizations, and the general public.

2. Climate Change Adaptation/Vulnerability/Resilience Project Delivery

- ❑ 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;
- ❑ Researching provincial/state and federal policies and determining how they relate to climate-related risk management;
- ❑ Working with General Circulation Models (GCM), especially RCP and SSP scenarios, to develop downscaling and integrating different climate models results.

3. Climate Action Plan Implementation

- ❑ 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;
- ❑ Developing policies and actions for implementation across these sectors to achieve climate goals;
- ❑ Assessing current municipal, provincial/state, and federal urban planning, buildings, land use, energy, waste, industrial, agriculture and forestry, and transportation policies and programs;
- ❑ Performing energy, emissions, and financial calculations for these sectors; and
- ❑ Facilitating or engaging with interested and affected parties and advisory groups to support policy development and implementation.