



## **Outreach & Partnerships Coordinator**

[Carbon Conversations TO](#) (CCTO) is a volunteer-run group that aims to motivate individuals in Toronto communities to express their concerns about climate change while gaining tools and resources to help them reduce their carbon footprint. Our program is designed using reputable [Carbon Conversations](#) materials developed by psychotherapist Rosemary Randall and engineer Andy Brown in the UK. We have been delivering the program in Toronto with great success since 2018 and we continue to expand our reach and impact each year.

### **As a team, we value:**

- Self-care and achieving a healthy balance with our different life priorities
- Finding a role that meets our team members' interests and the opportunity to grow and expand their skill set
- Professionalism & accountability to help us achieve our joint mission and desired impact
- Supporting each other in the climate action journey

**More context about this role:** Our six week Climate Change and You program has helped 68 people navigate their complex reactions to climate change and shift toward making climate action a bigger part of their lives. Now, we'd like to foster a collaborative and cooperative environment for the organization to scale up this important program and reach more individuals. This role will be responsible for managing and developing relationships with external partners and collaborators to help us grow and make an even bigger impact across the city and beyond.

### **What you would be doing:**

- Identify and research potential partner organizations, businesses, and community groups that align with our organization's mission and objectives.
- Initiate contact and build relationships with potential partners, effectively communicating CCTO's mission, goals, and initiatives
- Steward relationships of our existing partners through regular check-ins and CCTO-related updates.
- Ideate and execute programs/projects in collaboration with our partner organizations.
- With our communications and outreach teams, develop and implement strategies to increase our organization's visibility and attract potential partners, utilizing various channels such as social media, press releases, newsletters, and targeted marketing campaigns.
- Address any conflicts or issues that may arise between the organization and its partners, working towards solutions that benefit all parties involved.

**Key Skills and/or Experience (that help with the role):**

Applicants do not need to possess all of the below requirements, but should possess some of the following:

- Previous experience in outreach, partnership development, or a similar role is highly desirable.
- Strong interpersonal and communication skills, with the ability to build and maintain relationships with diverse stakeholders.
- Excellent networking skills and the ability to represent the organization professionally in various settings.
- Knowledge of partnership development strategies, including experience in identifying, cultivating, and nurturing partnerships.
- Ability to work creatively with limited supervision and limited resources to seize opportunities that arise.
- Good work ethic, a flexible and non-judgmental approach to people.

**What would be considered an asset:**

- Familiarity with volunteer programs or nonprofit organizations.
- Is well-connected, particularly with environmental non-profits.
- Experience in partnership development, volunteer management, or related fields.

**Timing and Commitment:** We ask for a 6-month commitment to the volunteer role at approximately 15h per month (flexible based on your needs).

**Benefits:**

- Connect with a community of passionate humans who are working together to normalize climate action through a unique approach based on climate psychology.
- Make a difference and support others in their journey of climate action.
- Develop skills in strategic thinking, project management, and as you take the lead on a foundational pillar in CCTO's strategy.
- Join any of CCTO's programming for free (Climate Change & You (\$60 value), Facilitator Training (\$300 value)).
- Opportunity to join CCTO team building volunteer activities and/or professional development trainings.

**How to apply:** Share with us why you are interested in this role and your resume to [info@carbonconversationsto.com](mailto:info@carbonconversationsto.com). Please write 'Outreach & Partnerships Coordinator Application' in the email subject line.