

Programs Coordinator: Facilitator Training

[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

What you would be doing:

Carbon Conversations TO's Climate Action Facilitator [training program](#) is designed to build participants' capacity to lead and facilitate our Climate Change and You Session.

As a part of the programs team, you will oversee and build the foundations to successfully deliver on our Facilitator Training. You will coordinate with CCTO team members and Climate Action Facilitators (CAFs) to provide high level logistical and outreach support for the training. You will also work with the rest of the programming team to advance our strategic goals to scale up facilitator training.

Additionally, you will support logistics for CCTO's quarterly community of practice, a space for CAFs to connect and share ideas, challenges and best practices on facilitating Carbon Conversations programs.

Responsibilities:

- Oversee the facilitator training process, including planning, scheduling, and execution.
- Provide ongoing support and guidance to our volunteer facilitators, addressing any concerns and fostering a positive environment.
- Work closely with the Programs Lead to align training activities with overall

program timelines and objectives.

- Support the Community of Practice Lead in designing and facilitating community of practice meetings.
- Ensure seamless communication between CCTO's internal teams to maintain cohesive and effective training initiatives.

Background on our Programs

Since these programs are central to your role, we encourage you to check out the following materials to learn more:

- *Climate Change & You Program*: CCTO [website](#), a past participant [Interview](#), and the Carbon Conversations (UK) [Website](#).
- *Facilitator training*: Carbon Conversations TO's Climate Action Facilitator [training program](#) is designed to build participants' capacity to lead and facilitate our Climate Change and You Session.

Key Skills

Applicants do not need to possess all of the below requirements, but should possess some of the following or a strong interest to learn by doing:

- Experience in project management and schedules to ensure all aspects of the facilitator training process are organized and timely.
- Experience developing and leading successful programs/projects, from ideation, planning to implementation.
- Excellent organizational and time management skills, and ability to work with limited resources, seize opportunities and think creatively.
- Strong interpersonal skills, you like working collaboratively to obtain the best results.

Would be considered an asset:

- Experience with event planning and volunteer training
- Experience in a volunteer-based setting as our full organization is run by volunteers
- Strong knowledge of Google Workspace applications including Gmail, Google Drive, Google Forms, etc.
- Strong knowledge of the following platforms: Eventbrite, Zoom

Timing and Commitment: 1-year commitment to the volunteer role and approximately 15-20h month (depending on deliveries).

Perks:

- Join and connect with a community of passionate humans who are all working together to normalize climate action through a unique approach that is based on climate psychology.
- Develop skills in strategic thinking, project management, and engagement and program outreach as you take the lead on a foundational pillar in CCTO's mission and key principles.
- Make a difference and support others in their journey of climate action.
- 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. Please write 'Programs Coordinator: Facilitator Training Application' in the email subject line.