

Programs Lead

[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:

As a part of the management team, the Programs Lead will lead the strategic work required for CCTO to successfully deliver on our key programs (Climate Change and You, Climate Cafes, Facilitator Training, Community of Practice). You will coordinate closely with the CCTO volunteer team and our Climate Action Facilitators (CAFs) to provide high level support on program planning and execution. Your role will also involve relationship management with our Climate Action Facilitators.

Responsibilities:

- Work closely with various departments to align CCTO's program plans and activities with overall program goals. For example, you may act as a central liaison person between our communications, programs and logistics volunteers to ensure cohesive planning and transparent communication between teams.
- Meet regularly with the management team to share updates and discuss strategic direction.
- Lead the development of the programs team's annual goals and desired impact.
- Identify and communicate strengths, weaknesses, opportunities, and threats to help the Programs team improve and grow.
- Collaborate with other CCTO teams and the rest of the programs team to inform and integrate programming priorities within CCTO's core functions.
- Communicate CCTO updates effectively with Community Action Facilitators

(CAFs) to maintain strong relationships.

- Work with the programs coordinator to conduct annual assessments of CAFs to understand their current status and future involvement with CCTO.
- Maintain an ongoing understanding of the needs and activities of CAFs, bringing relevant information to them as needed.

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*: CCTO [website](#), a past participant [Interview](#), and the Carbon Conversations (UK) [Website](#).
- *Climate Cafés*: Our Climate Cafe program is modeled after the Climate Psychology Alliance structure. These drop-in cafes are held approximately once per month for a 90-minute session. CCTO's Climate Café is a space where people can share their feelings about the climate and ecological crisis. To learn more about this program, visit our [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:

- Ability to set up, organize, and lead meetings effectively, ensuring all necessary information is communicated.
- Ability to work closely with various departments to align training activities with overall program goals.
- Experience in leading a team and being able to help others find and utilize their strengths.
- Experience developing and leading successful programs/projects, from ideation, planning to implementation.
- Strong interpersonal skills, you like working collaboratively to obtain the best results.
- Excellent organizational and time management skills, and ability to work with limited resources, seize opportunities and think creatively.
- Experience in mentoring or guiding individuals or teams to help them build their own capacity.
- A self-starter, able to take initiative and complete tasks with minimal supervision

Would be considered an asset:

- Experience building project management plans, this could include: building workback plans, using Gantt charts and using the RACI model.
- 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 15-25h per month.

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 Lead Application' in the email subject line.