

Programs Coordinator: Operations

[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 Program Operations Coordinator will act as the lead project manager, ensuring CCTO is able to successfully deliver on our key programs (Climate Change and You, Climate Cafes, Facilitator Training, Community of Practice). You will also coordinate with CCTO team members and Climate Action Facilitators (CAFs) to provide high level logistical and outreach support for their programs. By doing so you will help grow the programs and reach more participants.

- Create and formalize organizational processes and procedures to support more effective program delivery
- Project managing the execution of our programs including:
 - Building relationships with our existing CAFs, understanding their goals and capacity to host a session
 - Guiding CAFs around building their teams for hosting the programs
 - Identifying opportunities and potential gaps, and building plans to address them
 - Tracking and evaluating the program outcomes and participant experience
- Assess and plan a high level outreach plan. This includes capacity building of programming and CAF teams and planning outreach events/workshops (e.g information sessions).
- Assess and plan a high level logistical plan. This includes any virtual platforms and/or in-person arrangements before, during, and after the programs.
- Manage and work closely with the Program Lead and outreach, event planning and general CAF support
- With support from the management team, recruit for and manage additional volunteer roles as needed
- Jumping in where need to support the Programming team

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](#).
- *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](#).

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 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
- Self-starter: you're able to work independently with minimal supervision and are confident in making decisions and putting them into action
- 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
- You have experience building project management plans, this could include: building workback plans, using Gantt charts and using the RACI model
- Passionate about helping others take action on climate change

Would be considered an asset:

- Experience with event planning, community outreach and engagement, an asset
- 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 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 'Program Coordinator Operation Application' in the email subject line.