

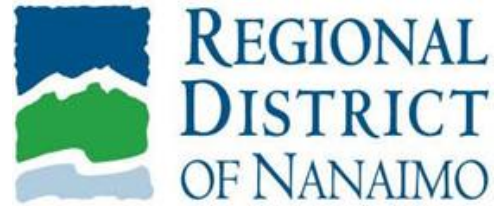
EMPLOYMENT OPPORTUNITY

Climate Action Outreach Coordinator

Temporary Full-Time | External

Long Range Planning, Energy and Sustainability Services

Competition No.: 2026-1043



APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2026-1043 in the subject line of your email to ensure proper processing.**

***Applications will be accepted until:
4:00 pm, on April 22, 2026***

Date Posted: April 8, 2026

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

CRIMINAL RECORD CHECK

A satisfactory Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a temporary full-time Climate Action Outreach Coordinator with Long Range Planning, Energy and Sustainability.

The Climate Action Outreach Coordinator (COC) contributes to the effective delivery of public outreach initiatives that support community-oriented climate mitigation, adaptation, and resilience goals of the RDN. The Climate Action Outreach Coordinator will support climate objectives by supporting the implementation of climate-related educational offerings and campaigns within the RDN. This position supports the Climate Change and Resilience Coordinator focusing on outreach activities that promote and build public awareness around climate adaptation, mitigation, and resilience. This position also supports the Climate Change and Resilience Coordinator in building outreach partnerships, including with other local governments and community agencies.

QUALIFICATIONS

Qualifications include a degree in a relevant environmental or communications-related field and one (1) to three (3) years of experience in a community-oriented organization. The position requires demonstrated ability to deliver effective outreach programs, apply interpretive and environmental communication techniques, and motivate action across diverse audiences, with an understanding of equity-based outreach practices. Experience teaching youth and adults, delivering workshops and presentations, and training in social media, graphic design, and web-based communications are assets. An equivalent combination of training and experience may be considered.

POSITION DETAILS

This is a temporary full-time (35 hours per week) Union position until October 16, 2026, with the possibility of ending early depending on the operational needs of the department. The (2026) rate of pay is \$42.09 to \$44.30, plus 12.4% in lieu of benefits including vacation and statutory holidays, or the uninterrupted continuation of their benefits package as provided for in the Collective Agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.



www.rdn.bc.ca



rdncareers@rdn.bc.ca

Climate Action Outreach Coordinator

Energy and Sustainability

Pay Band 11

Job Summary

The Climate Action Outreach Coordinator (COC) contributes to the effective delivery of public outreach initiatives that support community-oriented climate mitigation, adaptation, and resilience goals of the RDN. The Climate Action Outreach Coordinator will support climate objectives by supporting the implementation of climate-related educational offerings and campaigns within the RDN. This position supports the Climate Change and Resilience Coordinator focusing on outreach activities that promote and build public awareness around climate adaptation, mitigation, and resilience. This position also supports the Climate Change and Resilience Coordinator in building outreach partnerships, including with other local governments and community agencies. While outreach initiatives are the focus, this position will also support other areas of the Energy and Sustainability program workplan as required to meet service expectations, departmental goals and objectives pertaining to outreach, monitoring or policy support.

Primary Duties and Responsibilities

- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
 - Coordinates community workshops and school programming events related to community climate action.
 - In consultation with the Climate Change and Resilience Coordinator, leads development of public education materials, including brochures, videos, webpages, social media campaigns, guidebooks, etc.
 - Implements outreach actions related to recommendations in the RDN's Climate Action Technical Advisory Committee Final Report and other climate plans across the region and tracks progress over time.
 - Collects and analyzes information, prepares reports and gives presentations to community members, stakeholders and RDN entities regarding outreach and awareness program outcomes.
 - Helps develop and maintain strong working relationships with diverse partners such as school districts and teachers, non-profit organizations, First Nations, local, provincial, and federal government partners, businesses, and individuals.
 - Researches and reports on recommendations for improvements and enhancements to existing outreach processes, policies, and materials.
 - Responds to public inquiries regarding the District's climate outreach and awareness programs and other related initiatives.
 - Participates in procurement, oversight and direction of contractors working on aspects of outreach and education program implementation.
 - Coordinates budget tracking related to climate outreach operations and projects.
 - Processes rebates and answers resident questions on the RDN's Green Building Incentive Program and other relevant rebate and incentive programs.
 - Coordinates projects and provides support in other areas of the Energy and Sustainability workplan as required.
 - Performs other related duties as required.
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Job Qualifications

Education/Experience

- Degree in environmental studies, geography, biology, environmental planning, environmental education, communications or a related field.

Job Description

- 1 - 3 years prior job-related experience in a community-oriented organization (e.g. local government, education, outreach-focused NGO or similar).
- An equivalent combination of training and experience may be considered.
- Demonstrated knowledge and ability to deliver effective outreach programs.
- Sound knowledge of interpretive techniques, environmental communications, and methods of motivating action in diverse audiences, and proven ability to implement these effectively.
- Understanding of methods for advancing equity within outreach programs.
- Experience teaching youth and adults an asset.
- Demonstrated experience conducting workshops, delivering training events and giving presentations.
- Training in social media, graphic design, and web-based communications is an asset.

Skills/Abilities

- Excellent interpersonal, written, and verbal communication skills with an ability to maintain positive internal and external working relationships.
- Demonstrated ability to plan, organize, develop, and implement projects, plans, and programs in a systematic, accurate, and timely manner.
- Very strong organizational skills and strong attention to detail.
- Strong working knowledge of word processing, presentation, publishing, social media, graphic design, and spreadsheet computer applications is required.
- Knowledge of climate adaptation, mitigation, and resilience functions, issues, and related ecology.

Reporting Relationship

Reports to: Climate Change and Resilience Coordinator