

## Now Hiring: OCAF Senior Program Specialist

The [Ottawa Climate Action Fund](#), an initiative of the Ottawa Community Foundation, seeks a Senior Program Specialist to support OCAF operations and program implementation. As a small team, OCAF is looking for an individual with multi-dimensional skills and interests who is adept at managing the details behind the scenes and can also support the strategic evolution of the organization.

If you are passionate about urban climate action, have strong business acumen and are naturally curious then we want your help in achieving our mission of advancing climate action to support the communities and markets in which we operate.

### Competitive candidates should have:

- 7+ years experience delivering multi-year programs or projects, including planning, implementation and evaluation
- Demonstrated organizational skills including ability to work independently
- Market research and analytical experience/skills
- Work experience and knowledge in urban climate change challenges and low-carbon solutions
- Strong written and verbal communication skills
- Proficiency in core business software
- Demonstrated interest in and aptitude for learning and growth

[Click here for full details about the position and how to apply.](#)

### About OCAF

**The Ottawa Climate Action Fund's mission is to accelerate Ottawa's transition to an equitable, carbon-neutral City.** OCAF is funded with a \$20 million endowment from the federal government as part of the Low Carbon Canada Cities ([LC3](#)) initiative managed by the Federation of Canadian Municipalities. OCAF exists to catalyze and scale low-carbon solutions to their full potential in Ottawa. We align this work with equity and community benefit, bringing low-carbon initiatives, investments and people together to deliver tangible, lasting success. By advancing research, policy, investment, advocacy, and implementation, OCAF is on a mission to combine forces and unlock potential.

Our initial focus areas: Low-carbon buildings, Sustainable transportation and 15-minute neighbourhoods. Our approach is to:

- Scale promising low-carbon solutions in Ottawa;
- Align low-carbon initiatives with one another to gain momentum; and
- Couple climate solutions with community benefit so that everyone — from individuals to businesses, from inner-city to rural, and across all demographics — is supported and can be a champion for climate change efforts.

### Responsibilities

The OCAF Senior Program Specialist will have the following responsibilities under the guidance of the ED or Director Partnerships & Programs:

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301-75 Albert St. Ottawa, ON, K1P 5E7

[ocaf-faco.ca](http://ocaf-faco.ca)

- **Support Programs and Granting**
  - Support implementation and management of grants and contracts
  - Support evaluation of reporting on grants and contracts
  - Support program development, implementation, and evaluation
  - Contribute to reports and written products
  - Oversee invoicing and other administrative functions to ensure successful execution of grant process and in accordance with compliance requirements
- **Assume Key Administrative and Operational Responsibilities**
  - Manage and maintain OCAF's shared file systems
  - Perform administrative tasks including phone, email, scheduling, note taking, meeting summaries and document editing and formatting
  - Support with meeting and event planning and implementation
- **Undertake a range of Communications Activities**
  - Contribute to development of communication products and initiatives
  - Draft content and articles for OCAF newsletter and website
  - Manage social media accounts
  - Respond to or direct stakeholder queries to appropriate staff, support outreach and follow-ups to partners, grantees and stakeholders
- **Support Research & Analysis**
  - Support market research, analysis and partnership-building on a range of issues including maximizing low-carbon solutions and community benefits in OCAF priority areas: buildings, transportation, 15-minute neighbourhoods

## Qualifications

- **Grant Making & Project Delivery**
  - 7+ years experience working in grant making and/or project delivery – e.g., proven success in program and project design, delivery and evaluation, and financial accountability and solid experience in executing grant-making processes
- **Administration**
  - Proven administration experience and skills in developing and maintaining record-keeping systems, setting meetings and agendas and taking minutes, tracking and communicating tasks and progress
  - Demonstrated organizational skills including ability to prioritize workload, work independently using initiative and judgment, adapt to changing priorities, multitask with attention to detail, and anticipate needs in a fast-paced and evolving environment
- **Research & Analytical**
  - Market research experience in environmental / sustainability issues with knowledge of urban climate change and low-carbon solutions
  - Ability to frame appropriate questions, identify and access relevant sources of information, engage input from key knowledge-holders, synthesize and present findings
  - Strong problem-solving, analytical, quantitative and spreadsheet skills and attention to detail
  - Local knowledge of energy and climate issues preferred

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- **Cross-Cutting**

- Post-secondary education in environmental studies, urban planning, business, finance, economics, public policy or equivalent combination of education and work experience.
- Strong written and verbal communication skills
- Proficiency in core business software (e.g., Outlook, Excel, PowerPoint and Word) and ability to learn other systems.
- Demonstrated interest in and aptitude for learning and growth
- Proven ability to work successfully in small teams
- Commitment to participating in a supportive and respectful work environment. An intention to co-create an enjoyable working environment is a plus.
- Comfort and confidence working with diverse members of the community
- The working language of OCAF is English. However, fluency or proficiency in French would be an asset.

**Location:** The position is located in Ottawa, however due to COVID-19 safety protocols the position will initially involve working from home and is expected to evolve into at least part-time on-site work. Accommodations will be considered for those facing limitations to work from home.

**Compensation:** This is a full time position (37.5 hours per week) with an annual salary range: \$ 65,000 - \$75,000. Benefits package with extended health coverage and RSP contribution.

**To Apply**

Please send CV and a one-page cover letter to: [OCAF@ocf-fco.ca](mailto:OCAF@ocf-fco.ca)

Application Deadline: **August 19, 2022**

The Ottawa Community Foundation encourages applications from all candidates who meet the eligibility criteria. Candidates who are Indigenous, Black, racialized, with disabilities, from gender and sexually diverse communities and/or with intersectional identities are encouraged to self-identify to further the Ottawa Community Foundation's employment equity initiatives.

Please note interviews will be conducted virtually.

No calls please. We thank all candidates for their interest, but we will only contact those selected for an interview.