



Georgian Bluffs

Climate Action Specialist

Temporary Full Time | Twelve (12) Month Contract | Internal/External

Georgian Bluffs is home to 11,000 residents, nestled between the Niagara Escarpment and the clear waters of Georgian Bay. The Township offers an exceptional quality of life, with access to the amenities of nearby Owen Sound, while maintaining the character and setting of a rural community. The Township also offers a flexible and supportive working environment within a small and dedicated team.

What we are looking for:

The Township of Georgian Bluffs is looking for a Climate Action Specialist to lead practical climate and environmental initiatives that support the Corporate Climate Action Plan and the Grey County Green in Grey Climate Action Plan. This role will focus on reducing greenhouse gas emissions, improving energy awareness, supporting nature-based solutions such as tree planting and stormwater initiatives, promoting sustainable land management practices, and building strong partnerships with staff, neighbouring municipalities, Grey County, community groups, and volunteers.

Key Responsibilities

- a) Manage, monitor, and report on progress toward achieving objectives within the Township's Corporate Climate Action Plan and related environmental initiatives.
- b) Identify, develop, and oversee the implementation of climate action projects and programs, including renewable energy, energy management, greenhouse gas reduction, and alternative heating and cooling initiatives.
- c) Develop and implement strategies to address invasive species and noxious weeds in partnership with staff, contractors, volunteers, community groups, conservation authorities, and other agencies.
- d) Act as the primary liaison with community organizations, including the Georgian Bluffs Climate Action Team, to support community-based climate action and environmental initiatives.



Georgian Bluffs

- e) Represent the Township through participation in regional climate action initiatives, including collaboration with Grey County.
- f) Identify and cultivate partnerships with municipalities, Indigenous communities, conservation authorities, government agencies, community organizations, and private sector partners to advance climate and environmental objectives.
- g) Identify budget requirements and funding opportunities for climate and environmental projects, including researching, preparing, and supporting grant and funding applications.
- h) Lead and support stewardship, naturalization, recycling, composting, waste diversion, tree planting, pollinator habitat, landscape improvement, and other environmental projects.
- i) Work collaboratively with Township departments to incorporate climate and environmental considerations into operational planning, asset management, fleet replacement, infrastructure projects, stormwater management, and capital budgeting.
- j) Prepare and maintain project records related to climate action and environmental initiatives.
- k) Develop reports, recommendations, policies, procedures, presentations, and updates for Council, committees, staff, and community stakeholders.
- l) Review and recommend amendments to Township policies, by-laws, and practices that support environmental sustainability, climate resilience, and greenhouse gas reduction objectives.
- m) Attend Council, Committee, community, and stakeholder meetings as required, providing subject matter expertise and support for climate action and environmental initiatives.

The successful candidate will have:

- a) Post-secondary education in environmental science, sustainability, climate change, planning, public administration, engineering, environmental technology, or a related discipline.
- b) Minimum of two (2) years of related experience supporting environmental, sustainability, climate action, energy, or natural asset projects.



Georgian Bluffs

- c) Experience with project coordination, research, data analysis, reporting, grant or funding applications, and stakeholder or community engagement.
- d) Strong knowledge of sustainability, climate change, energy, water, waste management, stewardship, and environmental practices in a municipal setting.
- e) Excellent interpersonal, verbal, and written communication skills, including the ability to prepare clear reports, recommendations, and presentations.
- f) Strong project management, organizational, and problem-solving skills, with the ability to manage multiple priorities and meet deadlines.
- g) Demonstrated ability to build relationships, foster teamwork, and work effectively with staff, community members, government agencies, and funding partners.
- h) Ability to exercise tact, discretion, sound judgement, and political acuity in a municipal environment.
- i) Valid Ontario Class G Driver's Licence and access to reliable transportation.
- j) Proficiency with Microsoft 365; knowledge of GIS is considered an asset.
- k) Municipal or public-sector experience is considered an asset.
- l) Awareness of invasive species, noxious weeds, and related legislation is considered an asset.
- m) Valid Standard First Aid and CPR/AED Level C, or willingness to obtain.
- n) Ability to perform the duties of the position, including occasional field work in outdoor environments and travel throughout the Township.

Application Process

This is a temporary full-time, twelve (12) month contract. The position is a non-union position, working 35 hours per week. The salary range is \$74,128.60 to \$92,656.20. This posting is for an existing vacancy. Qualified candidates are invited to submit a resume and cover letter in confidence to hr@georgianbluffs.ca. This position will remain open until filled. **Job Posting #2026-25.**

Additional Information

- Accommodations are available at every stage of the recruitment process. Applicants are encouraged to identify any accommodation needs when applying.
- This recruitment process does not use artificial intelligence (AI) to screen or evaluate applicants. All applications are reviewed by the Township's hiring team.



Georgian Bluffs

- We thank all applicants for their interest; only those selected for an interview will be contacted.
- Personal information collected will be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.
- Pre-employment screening may include reference checks, education and credential verification, criminal record checks, and driver's abstract reviews, where relevant to the position requirements.