



Make working for  
The City work for you.



## Public Program Coordinator

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion and anti-racism. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As the Public Program Coordinator, you are responsible for the development and delivery of watershed management education and outreach, and customer programming to achieve water efficiency and stormwater management goals. You will work on a collaborative team to improve awareness and create behavior change for Calgarians to contribute to Water Resources business outcomes, in particular environmental and financial sustainability. Primary duties include:

- Select, plan, implement and evaluate water sustainability programs and projects. Develop and implement strategies for public and community education to meet long term water sustainability goals.
- Analyze and use customer and industry research to identify trends and issues related to water to support community program development.
- Develop appropriate technical content for a variety of marketing tools and tactics.
- Provide timely customer service by responding to inquiries and by training front line staff on programs.
- Identify, coordinate and implement involvement in community events and outreach activities.
- Work with internal and external stakeholders to implement partnership-based programs and projects.

### Qualifications

- A degree in Environmental Science, Geography, Biological Sciences (or a related field); OR a related professional designation.
- At least 3 years of experience, which must include: developing environmental programs, public/community involvement and education, development of a successful resource management program in a utility/ construction/ engineering environment and communicating sensitive environmental and conservation programs to the public.
- A valid Class 5 Driver's License (or provincial equivalent) with no more than 6 demerits, or a Graduated Driver's License (GDL) with no more than 4 demerits, with no current suspensions or charges pending.
- Intermediate proficiency in Microsoft Office (Word, Excel and Outlook) and working knowledge and experience implementing public education, social marketing, and engagement strategies.
- Previous knowledge of government processes or community development is an asset.
- You are a strong communicator with skills in facilitation and community engagement to manage partnership relationships with community organizations to advance business objectives.
- You have the ability to independently initiate, manage and complete projects as well as research and analyze trends/issues to develop appropriate strategies.

### Pre-employment Requirements

- A security clearance will be conducted.
- Must obtain a City of Calgary [operator's permit](#).
- Successful applicants must provide proof of qualifications.
- Effective November 1, 2021, all City of Calgary employees must be fully vaccinated against COVID-19. For more information, please refer to the [COVID-19 Vaccination Policy](#).

Union: CUPE Local 38  
Position Type: 2 Temporary (Up to 18 months)  
Compensation: Pay Grade 11 \$40.05 - 53.55 per hour  
Hours of work: Standard 35 hour work week  
Audience: Internal/ External

Business Unit: Water Resources  
Location: 625 25 Avenue S.E.  
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.  
Apply By: January 21, 2022  
Job ID #: 304761

Apply online at [www.calgary.ca/careers](http://www.calgary.ca/careers)