



# Project and Working Group Coordinator

Electric Mobility Canada (EMC) is currently looking for a passionate, qualified person who wants to be part of the great Canadian electric mobility experience and who would like to work alongside a respectful, dynamic team.

Reporting to the Senior Policy Director, the Project and Working Group Coordinator will support EMC working group initiatives and will also support the Project Manager with applications and submissions in relation to funded projects. The Project and Working Group Coordinator will support the Senior Policy Director in the organization's overarching advocacy initiatives. The target start date for this position is October 1, 2024.

## Duties & responsibilities

Key responsibilities include, but are not limited to the following:

- Drafting documents for the work of the working groups and projects
- Supporting project reporting and funding applications
- Collaborating closely with other staff to develop policy and communications strategies
- Supporting the production of EMC policy documents such as white papers, briefing notes, reports and consultation submissions
- Supporting the production of presentation materials for speaking opportunities (EMC events or external events)
- Additional related duties as assigned

## Core competencies

- Outstanding communication and leadership skills
- Strong organizational and time management skills
- Ability to work in a fast-paced and changing environment
- Great problem solving and decision-making skills
- Good attention to detail
- Strong analytical skills
- Ability to develop strategies and plans
- Good project management skills
- English and French language competency is required

## Qualifications

- Bachelor's degree in a relevant field or equivalent required
- 2 to 5 years of experience in a related environment is required
- Proven track record of successful projects is an asset
- Knowledge of electric mobility, transportation, sustainability is an asset



- Knowledge of statistical principles and methods for data analysis is an asset
- Familiarity with Microsoft 365, Teams and SharePoint is an asset
- Knowledge of project coordination principles an advantage

### **Working conditions & compensation**

- The standard work week for this position is 40 hours.
- The minimal business hours for this position are from 9 am to 5 pm; Monday to Friday.
- Overtime and hours worked outside of the standard work schedule will sometimes be required
- Some travel will be required.
- \*This position is remote from home office in any region of Canada.
- Salary: \$65,000 with the possibility of an annual bonus
- Health spending account
- 3 weeks vacation per year and a week holiday office closure (December/January)

### **About EMC**

Founded in 2006, Electric Mobility Canada (EMC) is a national industry association that works to advance electric transportation in order to support the Canadian economy while fighting climate change and air pollution.

### **Our Mission**

To enable and accelerate the transition to sustainable electric mobility in Canada through advocacy, collaboration, education, and thought leadership, with the ultimate goal of creating a cleaner, healthier, and more prosperous future for all Canadians.

### **Our Vision**

To be the unifying and authoritative voice for the transition to electric mobility across Canada.

### **Our Strategic Focus Areas**

Drive Advocacy and Policy

Serve as a Hub for Collaboration and Learning

Establish Thought Leadership

**How to apply:** Attach your resume and cover letter in PDF format to [info@emc-mec.ca](mailto:info@emc-mec.ca). Please note “PWGC application” in the subject line.

**Closing date:** August 23, 2024 at 5:00pm ET

*\*Priority will be given to candidates based in Western Canada (BC, AB, MB, SK).*