

## **Program Director: Parliamentary Internship for the Environment**

**Organization:** GreenPAC

**Location:** Greater Ottawa Region

**Preferred Starting Date:** July 18, 2022

**Compensation:** \$65,000-\$70,000 based on experience, \$1,000 health and wellness benefit

**Term:** Full-time preferred (37.5 hours /week with option for flexibility)

**Reports to:** Executive Director

To apply, please send your resume and cover letter to [info@greenpac.ca](mailto:info@greenpac.ca) by June 12th, 11:59 pm.

### **About GreenPAC**

GreenPAC is a national non-partisan, non-profit organization that works to build environmental leadership in politics. We do this in three ways: (1) Identifying environmental leaders of all major parties running for office and supporting their election through endorsement campaigns; (2) Running a Parliamentary Internship for the Environment program, now in its fourth year, which places interns with MPs to support environmental leadership on Parliament Hill and helps prepare young Canadians for careers as environmental champions; and (3) Working with a network of [Every Day Advocates](#) - individuals and community groups across the country to support their capacity to advocate for environmental leadership from elected officials, including through town halls and [Debates on the Environment](#)).

GreenPAC is an ambitious, adaptive, and creative group with a good sense of humour. We want our work to be rewarding and fun. We currently operate as a virtual team, with staff in Ontario, Manitoba, and Nova Scotia.

## **Position Overview**

The Program Director is responsible for the management of GreenPAC's Parliamentary Internship for the Environment (PIE) program, including strategic program planning, intern recruitment, intern placements, managing relationships with MP offices, intern support, cohort and individual learning, professional development programming, alumni network engagement, and program evaluation. The Director will also support program fundraising and events related to the program or interns.

We are looking for a candidate who is proactive, collaborative, strategic, pragmatic, and empathetic, and who would bring sound judgment, listening, people management, problem-solving skills, and creative ideas to the position.

The ideal candidate will have a passion for politics, the environment, and building the capacity of aspiring environmental leaders.

The candidate must be able to complete the job in the National Capital Region. While day-to-day work can be completed virtually, proximity to Parliament Hill and interns for in-person meetings and programming is necessary.

## **Background on the Program**

The PIE program was created in 2018 with the aim of equipping the next generation of environmental leaders with the political know-how, skills, and experience needed to drive change, while also providing extra, much-needed capacity for environmental champions already in office.

Currently in its fourth year, the program attracts hundreds of outstanding applicants from across the country and has successfully placed twenty interns on Parliament Hill, including in the offices of Ministers, Senators, and party leaders. In addition to elevating the political know-how of environmental advocates, building long-term environmental literacy in political offices, and helping to make sure the environment is a nonpartisan issue, the program has also fast-tracked youth into careers in the public and private sectors and as political staffers. Several alumni have run for office themselves and that network now includes a city councilor and several senior political staffers across levels of government.

As a nonpartisan project, our host Parliamentarians come from across the political spectrum, with each cohort including placements with Liberal, Conservative, NDP, and Green MPs and, this year, the Independent Senators' Group. Interns gain an in-depth understanding of federal politics and the policymaking process through work plans that focus on the environment. Outside the office, they take part in a robust suite of training sessions, workshops, conversations with leaders from across sectors, and professional development opportunities.

## **Responsibilities:**

### **Intern Recruitment and Placements (20%)**

- Plan annual recruitment of interns for the upcoming program year, adapting based on lessons learned and evolving program goals
- Lead recruitment outreach, including identifying and pursuing new and strategic avenues for recruitment, particularly amongst communities underrepresented on Parliament Hill and in the environmental sector
- Lead interview and intern selection process, with support from Executive Director
- Identify “best fit” matches for interns and arrange placements with MP offices, with support from the Executive Director
- Arrange and approve intern work plans that ensure a minimum depth and breadth of meaningful political and environmental experiences for interns, and establish expectations around intern roles with partner offices
- Build relationships with MP partner offices, including pursuing new leads for future program years, and holding regular check-ins with MP office staff
- Identify solutions to emerging issues, with support from the Executive Director

### **Intern Programming (35%)**

- Plan and arrange orientation and workplace readiness training
- Plan, arrange and evaluate annual learning curriculum (cohort and individualized, with a focus on intersectional learning and building a well-rounded, holistic understanding of issues), including:
  - Orientation and workplace readiness training
  - Leadership and professional development programming
  - Network building opportunities
- Roll out new Indigenous program stream, including evaluating and adapting program structures and supports in response to intern experience and feedback

(with support from the Executive Director and an external Indigenous-led consultant)

- Plan and arrange inter-jurisdictional learning and travel to Queen's Park to meet with provincial stakeholders, public servants, and Legislators
- With other GreenPAC team members, help plan and support intern participation in the GreenPAC's annual FLIP (Future Leaders in Politics) Summit and/or other opportunities to feature the interns in public programming

### **Alumni engagement (10%)**

- Develop and execute annual strategy and tactics to build connectivity and value of PIE alumni network (e.g. event and training participation, networking opportunities)
- Engage alumni (individually and as a network) to support program goals (e.g. new cohort orientation, GreenPAC events focused on/featuring alumni)

### **Program Administration (20%)**

- Act as primary liaison with interns (e.g. check-ins, issues support, etc.)
- Plan and manage annual program budget, together with Executive Director
- Develop and revise program policies and procedures as required, together with Executive Director
- Support program fundraising efforts, including grant-writing and reporting to funders
- Collaborate with other team members on program-relevant initiatives, as assigned/as they arise (e.g. communications, events)

### **Program Strategy & Evaluation (15%)**

- Conduct regular check-ins with interns and periodic check-ins with office partners; lead annual evaluation (including exit interviews and surveys with interns, their supervisors, and MP partners)
- Identify opportunities to strengthen experience and program connections for interns, alumni, and Parliamentarians
- Scope and plan new directions for internship (e.g. placements at other levels of government) together with the Executive Director
- Report back to funders and Board of Directors on program results, learnings, and recommended changes, together with the Executive Director
- Identify and pursue strategic partnerships in support of program goals (e.g. other internship programs, organizations with similar objectives)

## **Desired Skills and Experience**

- Experience managing and supporting people, (e.g. teams, volunteers, students), preferably youth (18-30 years)
- Familiarity with anti-oppressive, anti-harm, equity-centered policies and approaches
- Experience overseeing capacity building (e.g. building training and learning plans) and creating/engaging networks is an asset
- Experience and passion for politics, the environment, and youth leadership
- Familiarity with Parliament as a workplace and knowledge of Canadian politics is an asset
- Creative and strategic thinker, flexibility to adapt to shifting program strategies and tactics and arising challenges and opportunities
- Experience with program planning, management, and evaluation is an asset
- Strong judgment and problem-solving skills
- Proactive, self-motivated
- Professionally non-partisan (i.e. not a recent candidate for office, no recent public-facing/lead roles with an elected official or political party)
- Bilingualism (French/English, to interact with MPs, political staff and to support future bilingual office placements) is a strong asset

## **Additional Information**

We recognize that racism, colonialism, and other systems of inequity are root causes of the environmental crises that we work to repair. We recognize that our work centres around government institutions that enabled and perpetuated these systems and that it is our responsibility to ensure our decisions and activities help to break down systems of oppression. We are committed to continually examining how we can centre equity in our recruitment, operations, programming, and decisions. We continue to reflect, learn, unlearn and work to be accountable to this commitment.

GreenPAC is committed to making staff positions accessible and welcoming to all potential team members, regardless of ethnicity, age, disability, sexual orientation,

gender or identity. We welcome and aim to appropriately support diverse forms of leadership and experience over specific credentials.

### **Learn More about GreenPAC**

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- Join our Mailing List at [greenpac.ca](https://greenpac.ca)
- Read our annual report [here](#)