

Pinna Sustainability – Sustainability Associate, Planning

About Pinna Sustainability

Pinna was founded in 2012 as a strategic consultancy to help our clients embed sustainability values into practice. We are strategists, facilitators, analysts, planners, researchers, innovators and educators with a commitment to quality and meaningful work that leads to positive change. We work with local, regional, provincial, and First Nations governments, agencies, and institutions to drive local action towards a more sustainable, equitable future. For more details on the work we do, visit www.pinna.ca.

Position description

We are seeking a full-time staff member to join our team as a Sustainability Associate, Planning. We are looking for someone with broad experience in relation to planning, including applied local government experience, engagement and facilitation, cultural competencies related to working with and in service of Indigenous Peoples and knowledge and interest in sustainability, climate action, and resilience. Project management, research and writing skills, meeting and workshop facilitation, and strong relationship building skills are required. The successful candidate will be able to demonstrate an ability to prioritize and manage multiple tasks and deliverables, while knowing when to ask for support/help.

The main location of work will be a home office, while in-person working days with colleagues and/or clients will also be expected on a bi-weekly basis or more. We hope to retain a new employee who is interested in learning and growing with us over time, and who can see a future for themselves contributing to strategic sustainability projects with Pinna team members and collaborators.

The successful candidate will also be engaged in Pinna projects in the field of climate change and climate adaptation and resilience planning, in alignment with their skill set. For other Pinna projects, the position will include but not be limited to the following activities:

- Carry out consulting work as defined by client contracts, under the guidance of a manager.
- Manage projects and tasks, including maintaining positive client relationships and ensuring high quality deliverables on time and budget.
- Conduct research and analysis to inform recommendations for clients.
- Prepare well-written, clear, concise reports for clients.
- Lead / conduct consultation and engagement with project stakeholders and the public.
- Lead / support workshops and in-person meetings as a co-facilitator and/or lead facilitator.

- Work remotely with other Pinna staff to collaborate and meet client expectations.
- Be accountable for your time by tracking how time is spent and checking in regularly with manager(s) to ensure time is spent wisely.

Preferred skills

We are looking for a candidate with multiple skill sets, including:

- Experience or knowledge of working within a local government and areas of work including current planning (e.g.: OCPs and zoning bylaws, development processes).
- Current experience and knowledge related to climate action, health, equity, and climate resilience.
- Experience / knowledge of emergency management.
- Indigenous cultural competency, and experience working/building relationships with Indigenous communities.
- Strong project management and task management skills.
- Excellent critical thinking skills, with the ability to think strategically.
- Ability to adapt to a changing environment and handle multiple priorities.
- Strong facilitation skills and experience with partner engagement and relationship building
- Strong interpersonal and writing skills.
- Excellent verbal communications and active listening skills.
- Interest in working on a variety of topics related to sustainability.
- Able to work independently and collaborate in person and remotely.
- Proficiency in using computers: Microsoft Word, Excel, Outlook, PowerPoint, and various video conferencing platforms.

Qualifications

- Post-secondary degree (Masters preferred) planning, resource and environmental management; Indigenous studies; sustainability; geography; health; communications; engineering; and/or expertise as relevant to the position.
- A minimum of 5 years of work experience, with preference for those who have worked in a local government, consulting or project-based environment.

Application details

Pinna is a growing firm that embraces diversity. We encourage people with all identities, backgrounds, abilities, and experiences to apply.

The salary range for this position is \$75,000 - \$95,000 annually, based on a 35-hour work week. The compensation package will be discussed with the preferred candidate during the interview phase. For this position, preference will be given to applicants based in the lower mainland and sea to sky corridor, though all residents of BC will be considered. Please submit a resume and cover letter to info@pinna.ca. Applications will be reviewed until an appropriate candidate is hired.