



## Program Innovation Catalyst

*At [Sustainability CoLab](#), we're scaling a ground-breaking, community-led social innovation that helps businesses thrive by becoming more environmentally sustainable. We support [8 community organizations](#) ('Network Members') across Ontario that are each launching or growing programs to help businesses set and achieve sustainability goals. With the increased political support for climate action at the federal and provincial levels, and the CoLab Network's growing results and influence, it's an exciting time to join our team. We're hiring for a Program Innovation Catalyst to support our Network Members in strengthening the design and delivery of their programs so that more businesses can be engaged in making credible progress towards sustainability.*

### Position Overview

The Program Innovation Catalyst (PIC) supports the Program Innovation Manager (PIM) in creating new resources, processes, and approaches/strategies ("program innovations") that strengthen Network Member programs. The PIC supports the PIM in developing a variety of supports & solutions to address gaps and opportunities in how programs are designed and delivered. The work of the PIC is instrumental in ensuring that Network Member programs are effectively engaging businesses in their community to achieve meaningful reductions in environmental impacts.

**Term:** 30 hours per week for 9 weeks. Start date is flexible, but must begin on or before June 19<sup>th</sup>.

**Salary:** \$3078.00 for the term.

**Location:** Waterloo Region.

**Reports to:** Program Innovation Manager.

### What's it like working at CoLab?

At CoLab we seek to blend the nimbleness and autonomy of a small team with the influence and opportunities afforded to a national network.

Here's a bit about us:

- We are bold, ambitious and optimistic. Our vision is for an economy that makes environmental sustainability, human well-being, and business success synonymous.
- We care about what we each accomplish, not where we work from or how many hours we put in.
- We want working together to feel effortless and the ways we work together to be intuitive.
- We embrace innovation: we're willing to take risks, we know we'll make mistakes along the way, and we push ourselves to apply what we learn each time. At CoLab, it's okay to fail.
- We have fun, enjoy working together, and laugh often.

- We're not satisfied with the status quo: we don't think "because that's how it's always been done" justifies a course of action. We challenge each other, think critically, and strive for objective decision-making.

## What does the Program Innovation Catalyst do?

### Innovation Development (80%)

- Through discussions with CoLab's Members and CoLab's Member Experience Manager, support the Program Innovation Manager in identifying key gaps in how programs are designed & delivered, and barriers to program participation & impact.
- Support the Program Innovation Manager on a variety of time-bound projects that may include:
  - creating better guidance on how Members can strengthen their business development efforts;
  - developing more in-person support services for businesses like a simple "walk-through" sustainability audit to identify low-hanging improvement opportunities;
  - creating a benchmarking database that businesses can consult to know what industry peers have done when setting their own environmental impact reduction targets;
  - identifying what additional program services would strengthen the value proposition for large organizations to participate in Network Member programs. Work alongside Network Members to create and test new innovations that address program challenges in a timely manner.
- Proactively ensure that newly created innovations are shared and adapted across the Network.
- Support evaluation efforts to learn what innovations were valuable and how they can be improved.

### Operations Support (20%)

- Support the Operations Coordinator with various administrative tasks, including validating monthly expense reports, coordinating team meetings, and taking and distributing meeting minutes.
- Support the development of core organizational documents and processes that allow the team to function effectively.

### Key Skills and Characteristics Required to Succeed in this Role

- **Critical-Thinker and Problem-Solver:** Ability to analyze problems systematically, asking good questions to identify underlying causes, and recommending potential solutions for discussion with strong justification.
- **Collaborative:** Ability to work alongside Network Members and listen well to co-create value-add solutions that can be scaled across the network in a timely fashion.

- **Conscientious and Prioritizes Effectively:** Ability to juggle multiple priorities and effectively prioritizes to balance short-term needs of particular Network Members with larger longer-term projects that benefit the entire network. Completes work with high quality and care.
- **Research Skills:** Ability to gather information, extract the most useful pieces and present a solution that meets a stated need.
- **Project management skills:** Demonstrated success managing significant projects from conceptualization through to implementation while balancing a variety of projects on-the-go; organized, manages time well, and able to “pull up” to assess work from a high level to see if it is on track to produce the desired outcomes.
- **Creative and Resourceful:** Ability to think about a problem in multiple ways and is resourceful in seeking out any needed skills, knowledge, or expertise to tackle it; harnesses learnings from others within and outside of the CoLab Network.
- **Takes Initiative and is Results-Driven:** Identifies necessary improvements, new directions and priorities for CoLab supports, and is proactive in bringing those forward with rationale and recommendations for implementation. Goal and results-driven.

## Anything else I should know?

### To Apply:

Please send a resume and cover letter to Sarah Van Exan, Program Innovation Manager, at [hr@sustainabilitycolab.org](mailto:hr@sustainabilitycolab.org).

### Additional Requirements to Apply:

Sustainability CoLab is able to offer this internship thanks to the Canada Summer Jobs program. In order to apply for this role, the applicant must meet the following eligibility requirements:

At the time of application and the start of the internship, the applicant must

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act<sup>2</sup>; and,
- be legally entitled to work in Canada.

**Application Deadline:** Applications are due June 2<sup>nd</sup> by 5:00pm.

We sincerely thank all applicants, however, we will only be able to personally contact those applicants selected for an interview.

### To learn more about Sustainability CoLab:

- Please visit: [www.sustainabilitycolab.org](http://www.sustainabilitycolab.org)
- Check out our [Annual Report](#)
- Check out this [4-minute video](#) on why businesses participate in Network Member Programs
- Join the conversation on Twitter: @SustainCoLab

