

Municipal Liaison Officer ZEVIP Project (Zero Emissions Vehicle Infrastructure Program)

Responsibilities

- In the short term, acquire a thorough knowledge of the ZEVIP program as well as the electric vehicles and technologies/infrastructure available (charging stations, portals/platforms for managing networks of online charging stations, etc.) in the EV market
- Systematic communication campaign with all municipalities and development of a network of municipal partnerships across Western Canada with stakeholders involved in the ZEVIP project
- Establish appropriate communication tools to inform municipalities about the progress of the ZEVIP project
- Conduct outreach to municipalities that are not yet aware of the program and provide a summary of actions taken to recruit them
- Collect and process requests for information about the ZEVIP program
- Identify and implement local development actions and analyze the impacts of these actions
- Conduct research with local communities on the use of electric vehicles throughout the territory
- In liaison with the Communications Officer, prepare the agenda and organization of ZEVIP conferences and events (i.e. Zoom or Microsoft Teams, etc.)
- Conduct specific monitoring of the territory to identify new opportunities for the ZEVIP program

Qualifications

- Good knowledge of the Western region and its social, economic and political issues
- Excellent communication and interpersonal skills
- Above average writing skills (preferably both English and French) and ability to synthesize information
- Ability to develop and maintain relationships with different interlocutors
- Responsible, transparent, open, tolerant and yet rigorous attitude in the performance of his/her duties
- Neutral attitude with all interlocutors and declare any dysfunction or conflict of interest
- Be irreproachable with respect to the organization's procedures for municipal relations
- Excellent communication skills (oral and written) in both official languages preferred
- Very good knowledge of Microsoft Office (especially Word and Excel)
- Experience: a minimum of 1 to 3 years' experience in organizing and monitoring community/association projects
- Bilingualism (French and English) will be considered an asset for this position