



WE'RE HIRING

SUSTAINABILITY AND COMMUNITY ENGAGEMENT SPECIALIST

Founded in 2006, **CMR Consulting Inc.** is a boutique consulting firm specializing in Strategy, Communications, Sustainability and ESG, Indigenous Inclusion, and Stakeholder Engagement. We deliver innovative, customized solutions for various industries, Indigenous communities and businesses, Government, private sector, and not-for-profit organizations. We work with our clients to inspire change and deliver results — while having fun because we LOVE what we do!

Our firm is growing, and we are currently seeking a Sustainability and Community Engagement Specialist to join our high-performing team. If you are excited about using your skills to contribute to the success of our clients and passionate about delivering quality work, we'd love to hear from you.

What you'll do:

As a Sustainability and Community Engagement Specialist, you'll support the development of ESG strategies and reports for clients, conduct research, facilitate workshops, manage events and workshop logistics, and create engaging communication materials, leveraging your expertise in sustainability, community engagement, and project management to drive value for our clients. The ideal candidate will possess exceptional communication skills, knowledge of ESG reporting frameworks, and a background in environmental science and/or communications.

Key responsibilities:

- Collaborate with clients in diverse sectors to develop their ESG/sustainability strategies and reports, including data collection, analysis, and report writing.
- Conduct research on a variety of topics and needs for our clients, as well as current and upcoming trends and reporting requirements in the ESG space.
- Develop presentations and workshop materials to facilitate leadership, staff, and community workshops for various clients and project deliverables.
- Coordinate logistics for workshops or sessions (e.g. venues, AV set up, support services, etc.).
- Support the facilitation of strategic planning workshops with clients, utilizing workshop information to develop strategies.
- Monitor, track, and research potential new projects and clients, actively seeking out Requests for Proposals (RFPs) in alignment with company objectives.
- Develop robust proposals for submission, leveraging your strong writing skills to secure new projects.
- Support content development, and in some cases design, of event posters, templates, social media posts, and informational brochures using Canva and other tools.
- Assist with communications deliverables, including developing social media content, and writing briefs, memos, reports, presentations, and media releases for various client projects.



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Requirements:

- Background in environmental science, communications; a master's degree is considered an asset
- 5+ years in sustainability/ESG reporting, sustainability communications
- Excellent written and verbal communication skills
- Professional level of written and oral communication skills in English
- Strong proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook)
- Database management, reporting, graphics and presentations, template, and spreadsheet development
- Knowledgeable in GRI, SASB, TCFD, ISSB, and other ESG reporting frameworks
- Data analysis skills
- Experience writing reports, facilitating workshops and engagement
- Strategy development is an asset
- Project management skills to handle overlapping timelines and priorities
- Understanding and respect for Indigenous knowledge and community engagement
- Experience with a variety of AI tools
- Experience with Canva and other design tools is an asset

The attributes that align with CMR's values and culture:

- Teamwork
- Flexibility and adaptability
- Willingness to learn
- Positive attitude
- Going above and beyond
- Dependable work ethic and reliability
- Analytical problem-solver
- Strategic and creative mindset
- Honesty and integrity
- Collaborative
- Someone who enjoys working with others with a 'pitch-in' attitude

How to Apply:

If working with CMR as a Sustainability and Community Engagement Specialist sounds exciting, challenging, and fun, and you have the qualifications we are looking for, we want to hear from you. Please send a cover letter, resume, and salary expectations to: careers@cmrconsulting.ca.

This is a full-time, downtown Calgary, office-based position.

To learn more about CMR's work, clients, and team, visit us at: www.cmrconsulting.ca.