

Outreach Lead

Job Title:	Outreach Lead – Energy Programs
Pay Grade:	\$56,650 to \$67,000 - commensurate on experience and qualifications
Reports to:	Retrofit Accelerator Lead
Position type:	Full-time
Location:	Ottawa and Eastern Ontario, remote office

About Us:

EnviroCentre is a leading provider of energy efficiency and deep retrofit solutions for homeowners, businesses, organizations, and social housing providers in Ottawa and Eastern Ontario. We are committed to reducing energy consumption and environmental impact while improving the quality of life for our clients. We are seeking a dedicated Outreach Lead to join our team and help drive our mission forward.

Position Overview:

The Outreach Lead will play a crucial role in the success of our energy efficiency programs, with a particular focus on engaging low-income residents and social housing providers. This role involves designing and implementing outreach strategies, developing outreach materials, managing events, and coordinating with community partners and contacts. In particular, this position will support outreach and engagement initiatives for our social housing retrofit accelerator project.

Key Responsibilities:

- 1. Outreach Strategy Development:**
 - Design comprehensive outreach strategies and campaigns for a variety of energy efficiency programs.
 - Place a strong emphasis on reaching and assisting low-income/underserved residents and social housing providers.
- 2. Workplan Creation and Schedule Adherence:**
 - Develop workplans to ensure successful execution of outreach initiatives.
 - Adhere to established schedules and timelines.
- 3. Content Development:**
 - Create engaging and informative content for outreach materials, including posters, brochures, workshops, presentations, educational materials, and outreach booths.
- 4. Community Networking:**
 - Build and maintain relationships with community partners and contacts to strengthen outreach efforts.
- 5. Event Management:**

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- Plan and oversee the logistics of outreach events, including setup, coordination, and evaluation.
- 6. **Training Program Coordination:**
 - Coordinate the development of training programs pertaining to deep retrofit techniques, business case development, energy efficient behaviour, equipment use, and other topics.
- 7. **Outreach Delivery:**
 - Attend outreach events and engage with the target audience.
 - Deliver presentations and workshops to promote energy efficiency programs.
- 8. **Evaluation and Reporting:**
 - Develop and deliver project evaluation materials, including surveys and reports, to measure the impact of outreach efforts.
 - Complete program reports to provide insights and recommendations for program improvement.
- 9. **Staff Coordination:**
 - Coordinate and lead outreach staff to ensure the effective execution of outreach activities.

Qualifications:

1. Bachelor's degree in a related field or equivalent work experience.
2. At least 3 years professional experience in outreach, community engagement, or marketing.
3. Demonstrated experience in outreach project development and delivery, including event logistics and staff coordination
4. Excellent communication and interpersonal skills, including writing
5. Strong project management and organizational abilities.
6. Knowledge of energy efficiency and sustainability concepts is a plus.
7. Proficiency in Microsoft Office Suite and relevant software.
8. Ability to work independently and as part of a team.
9. Valid driver's license and access to transportation.

Working Conditions

- EnviroCentre is a virtual workplace and will provide all necessary technology and IT support to ensure employees have the tools they require to effectively work from home
- Part of a passionate team of environmental leaders who lead by example and are proud to be contributing to Ottawa's Climate Targets
- Home-office environment with frequent computer use
- Occasional evening or weekend work

In addition to competitive pay, we offer:

- 35-hour work week and the ability to work flexible hours

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- A virtual workplace that supports work-life flexibility, combined with in-person events, occasional in-person group meetings and the opportunity to use a co-working space in downtown Ottawa or another convenient location
- Starting 3 weeks paid vacation per year, plus paid office closure between Christmas and New Year and summer half-day Fridays
- Health, dental and wellness coverage for you and your dependents
- Paid sick days, and additional time off for personal and care responsibilities
- Caring, compassionate and supportive work environment that recognizes that work is one of the many responsibilities we have to prioritize in our lives

EnviroCentre is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, provincial, or municipal laws. EnviroCentre is committed to a workplace where everyone can participate safely, freely, and confidently. We encourage applications from individuals who identify as BIPOC (Black, Indigenous, Peoples of Colour) and/or members of equity-deserving groups.

EnviroCentre recognizes a diversity of backgrounds and experience. If you do not have the formal experience described but can meet the requirements of the role and are willing to learn, we encourage you to apply and make your case in your cover letter. We are interested in a diverse team, and we are willing to train the right person.

EnviroCentre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

How to Apply

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and qualifications.

Application Deadline: October 29, 2023

Anticipated start date: As soon as possible

Important:

Please send your resume and cover letter in one document to info@envirocentre.ca

Please ensure your resume file (PDF) includes your first and last name and the reference number (Reference# EC202309)

Example: Firstname_Lastname_ EC202309.

Please also put the Reference# EC202309 in the subject line of your email.

We thank all applicants for their interest, however only candidates selected for an interview will be contacted.