

## Data Analyst – Buildings and Energy

<b>Job Title:</b>	Data Analyst – Buildings and Energy
<b>Pay Grade:</b>	\$51,500 to \$56,650 - commensurate on experience and qualifications
<b>Reports to:</b>	Retrofit Accelerator Lead
<b>Position type:</b>	Full-time
<b>Location:</b>	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 an experienced buildings and energy data analyst to join our team and help drive our mission forward.

### Key Responsibilities:

As a Data Analyst, you will work with the Policy Analyst and other team members to develop and analyze core data sets that will shape and inform EnviroCentre's energy retrofit projects, specifically the practice of deep retrofits in social housing contexts across Eastern Ontario and Canada. Your responsibilities will include, but are not limited to:

1. **Data Collection and Analysis:** Gather, clean, and analyze data to inform decision-making and policy recommendations related to deep retrofit projects in social housing.
2. **Best Practice Research:** Review and research best practices in deep retrofit projects from across the country, and globally, to identify innovative approaches and strategies.
3. **Database Management:** Develop and maintain a comprehensive database of social housing building stock data, ensuring accuracy and accessibility.
4. **Outcome Monitoring:** Research and recommend best practices in outcome monitoring, tenant engagement, equity, and other relevant topics, and apply these insights to project planning and execution.
5. **Policy Development:** Collaborate with the Policy Analyst to develop data-driven policy recommendations based on project learnings and research findings.
6. **Report Writing:** Contribute to writing policy components of reports, project reports, and policy papers on key topics related to deep retrofit projects.
7. **Communication:** Assist in the creation of outward-facing content related to retrofits, including articles, blog posts, and presentations, to disseminate project findings and best practices.

8. **Statistical Analysis:** Gather and analyze statistics and data pertinent to various aspects of retrofit project planning, including energy efficiency, cost analysis, and environmental impact.
9. **Impact Modeling:** Develop models to forecast the future impacts of the deep retrofit approach when scaled across Eastern Ontario, Ontario, and Canada.
10. **Retrofit Archetype Development:** Support the creation and refinement of retrofit archetypes for various types of social housing buildings.

### Qualifications:

1. 1-3 years professional experience, including data analysis.
2. Bachelor's degree in a related field (e.g., Data Science, Statistics, Economics, Environmental Science, or a similar discipline).
3. Strong analytical skills with proficiency in data analysis tools and software (e.g., Excel, R, Python).
4. Experience with database management and data visualization tools.
5. Demonstrated knowledge of the energy and building sectors, including familiarity with RetScreen, Energy Star Portfolio Manager and/or other portfolio management tools.
6. Strong research and problem-solving abilities.
7. Excellent written and verbal communication skills.
8. Ability to work collaboratively within a team and meet project deadlines.
9. Commitment to making a positive impact in the field of sustainable housing and social equity.
10. Knowledge of housing policy, sustainability, and social equity is a plus.

### 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
- 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

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- 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](mailto:info@envirocentre.ca)

Please ensure your resume file (PDF) includes your first and last name and the reference number (Reference# EC202308)

Example: Firstname\_Lastname\_EC202308.

Please also put the Reference# EC202308 in the subject line of your email.

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