

## Energy Services Project Lead

Job Title:	Energy Services Project Lead
Pay Grade:	\$65,000 - \$75,000 commensurate on experience and qualifications
Reports to:	Energy Services Manager
Position type:	Full-time
Location:	Eastern Ontario, remote office

EnviroCentre is an Ottawa-based environmental not-for-profit that supports residents, enterprises, and communities to find practical ways to reduce their environmental impact. Our four key impact areas are Green Homes, Green Transportation, Green Enterprises and Green Future. We have been working for twenty-five years to promote practical climate action and awareness in our local communities, and we are one of the leading local agencies in environmental action.

In Ottawa, 42% of emissions come from transportation, and 46% from buildings, a similar profile to that of cities across Canada. EnviroCentre's work prioritizes reducing emissions in those areas, with an eye to supporting an integrated vision of a sustainable, resilient future Ottawa and Canada.

At EnviroCentre, we have a dynamic and engaged team of over 40 staff. We are a fully remote office and will provide the technology and tools to work effectively and collaboratively right from home. We offer competitive employment packages that include health benefits, a Communauto membership, and opportunities for training and professional development.

Reporting to the Energy Services Manager, the Energy Services Project Lead is ideal for an experienced program delivery professional with a passion for climate action and a desire to be part of a dedicated and dynamic team. The ideal candidate has the ability to understand and deliver technical programs with complex operational requirements, including advanced reporting and tracking, project coordination, and logistics management. This position is for someone with a strong versatility with finance and metrics management, an efficient administrator, and comfortable with a fast-paced, dynamic environment working with subcontractors, clients, and utilities.

### **What will your typical day look like?**

In this role, you will be assisting in the management of the affordability home energy efficiency programs and supporting the administrative team. Reporting to the Energy Services Manager, you will collaborate with an experienced delivery team to provide

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high-quality energy efficiency services, reduce energy poverty, and promote high-efficiency, low emissions homes in our community. You will be responsible for contributing to program targets, overseeing staff, working within established budgets, in-depth tracking and reporting, and ensuring operational requirements are met. The Energy Services Project Lead will be responsible for the following key functions:

### **Tracking and reporting:**

- You will ensure that program tracking and data management systems are being used continuously by staff (as per program requirements), and assist in preparing and submitting reporting requirements, both internally and to our clients/funders.
- You will assist in monitoring the programs and identify and implement efficiencies when/where possible.
- Other duties as required.

### **Program administration and staff supervision:**

- You will assist the Energy Services Manager in supervising members of the team, including answering inquiries, providing direction, and problem solving.
- You will ensure that any changes to program delivery are communicated to the rest of the team and that appropriate changes are made in the administration of the programs.
- You will ensure subcontractor agreements are in place and ensure that quality assurance practices are completed and maintained.
- You will assist in maintaining relationships with partners and stakeholders including government agencies, ENGOs, academics and industries.
- Other duties as required.

### **Skills and Experience:**

- Minimum of 3 years professional experience in program delivery and staff supervision.
- A college or university degree in a related field, or equivalent years professional experience.
- Experience tracking and achieving targets, monitoring metrics.
- Project and team management experience is required.
- Demonstrated experience in energy efficiency and home retrofit technical programs and tools.
- Competency with organizational tools and platforms like Excel, Google Docs, Asana (or equivalent), Customer Relationship Management (CRM) software, and are comfortable learning new technologies.
- Experience with Hot2000 software and energy assessment processes is an asset.

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- Experience with inventory management is an asset.
- Knowledge of energy efficiency, home retrofits, net-zero strategies and carbon accounting will be considered an asset.
- Conscientious and detail oriented with an ability to effectively plan and manage multiple priorities, be proactive, and build trust that work is completed with quality and care.
- Critical thinking, problem solving, and analytical skills to identify opportunities to improve systems and processes and recommend a course of action.
- Presentation creation and delivery experience (this will be part of the interview process).
- A collaborative work ethic to support a caring, productive, and positive work dynamic.
- Comfortable working both independently and remotely and collaborating regularly with a larger team.
- Strong verbal, written and interpersonal communication skills
- A learning and resourceful mindset to help find solutions to challenges while growing your knowledge and skills and EnviroCentre's capabilities.
- Receptivity to feedback, learning from experiences and integrating those learnings in a thoughtful way to achieve stronger outcomes in the future.
- Bilingualism a strong asset

**Working Conditions:**

- EnviroCentre is a virtual workplace and will provide all necessary technology and IT support to employees who work from home.
- Frequent computer use
- Frequent phone use (headset provided)
- Occasional public outreach event and/or booth
- 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.
- Caring, compassionate and supportive work environment that recognizes that work is one of the many responsibilities we have to prioritize in our lives.

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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, color, 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-seeking 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 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:** April 7, 2024

**Anticipated start date:** April/May 2024

**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# EC202406)

Example: Firstname\_Lastname\_ EC202406

Please also put the Reference# EC202406 in the subject line of your email.

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