

Measures Coordinator

Job Title:	Measures Coordinator
Pay Grade:	\$52,530 to \$57,580 - commensurate on experience and qualifications
Reports to:	Energy Services Manager
Position type:	Full-time
Location:	Eastern Ontario, remote office. Must be based in the National Capital Region.

Job Summary:

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.

The position of Measures Coordinator is ideal for a highly organized, systems-oriented professional who works well as part of a team, excels at attention to detail and completing reconciliations, and is looking for wide-ranging responsibilities in a fast-paced and inclusive environment. We approach our work with a collaborative mindset and our growing team values everyone's contributions and ideas. We provide excellent working conditions with flexible hours.

Reporting to the Energy Services Manager, you will liaise with a wide range of contractors and partners and flex your organizational skills in managing inventory and contributing to regular reporting required for energy programs. A typical day might include processing Data Collection Forms for our Energy Affordability Programs, inputting any inventory used into our Inventory Management Database, getting in touch with our Registered Energy Advisors about inventory orders, assisting the Energy Services Manager with monthly and quarterly reporting to the utilities, and completing accounting accruals. You will work closely with our Finance team, as inventory management is a large financial component of

the Energy Affordability programs.

Job Duties

- Coordinate inventory and logistics including but not limited to tracking and recording deliveries; recording inventory distribution; reconciling data monthly; liaising with suppliers and subcontractors.
- Assisting with regular tracking and reporting required for the Affordability Energy Programs.
- Process Data Collection Forms regularly, and work with the rest of the file processing team to ensure this is done in a timely manner, and in conjunction with month-end reconciliation and reporting schedules.
- Completing month-end and year-end inventory reconciliations and investigating discrepancies.
- Monitor office systems and processes. Provide input on improvements to streamline efficiencies.
- Complete monthly metrics for Energy Affordability Programs.
- Maintain up to date process documents for inventory management.
- Work with entire Energy Affordability Team on a regular basis to ensure that deliverables and deadlines are met, specifically related to inventory and file processing.
- Perform other administrative duties as required by management.

Skills and Experience:

- University or college degree or equivalent professional experience in a related role.
- 2-5 years in office administration, data processing, and/or project coordination
- High-level proficiency in Microsoft Office programs, in particular Excel.
- Above-average attention to detail and ability to organize a wide range of tasks, large and small.
- Inventory management experience is a strong asset.
- Ability to provide organizational capacity to other team members and help colleagues adhere to timelines and deadlines through efficient project coordination.
- Excellent interpersonal, team building and stakeholder relationship management skills.
- Solid administration, coordination, and time management skills.
- Bilingualism (French-English) is an asset.

Working Conditions

- EnviroCentre is a virtual workplace and will provide the necessary technology and IT support to employees who work from home.
- 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.
- 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, 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 24, 2024

Anticipated start date: May 2024

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 www.envirocentre.ca

number (Reference# EC202409)

Example: Firstname_Lastname_ EC202409

Please also put the Reference# EC202409 in the subject line of your email.

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