

Outreach Coordinator – Energy Programs

Job Title: Outreach Coordinator – Energy Programs
Pay Grade: \$47,740.50 - \$49,862.30 - commensurate on experience and qualifications
Reports to: Outreach Lead – Energy Programs
Position type: Full-time
Location: Ottawa and Eastern Ontario, remote office, must live locally in the National Capital Region

About Us:

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 Eastern Ontario, 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, growing, and engaged team of over 50 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. 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

Job Description

The Outreach Coordinator is a new position and will play a crucial role in the success of our home energy efficiency programs. This role involves carrying out outreach strategies developed by the team, assisting in the development of outreach materials, coordinating events, and communicating with community partners and contacts. This position will primarily support outreach and engagement initiatives for our energy affordability programs but will also assist with our other energy programs.

Reporting to the Outreach Lead – Energy Programs, you will be responsible for outreach strategy implementation and delivery, assisting with workplan management, partnership development, event logistics, and audience engagement.

This position of Outreach Coordinator is ideal for having excellent communication skills, strong organizational abilities, detailed oriented, and time management skills. If you're passionate about making a significant impact in promoting home energy efficiency while working in a collaborative and supportive environment, we encourage you to apply.

Key Responsibilities:

- Assisting with the design of comprehensive outreach strategies and campaigns for a variety of home energy efficiency programs.
- Coordinate and oversee the implementation of outreach strategy at events and outreach opportunities.
- Ensuring successful execution of outreach initiatives by adhering to established work plans.
- Assisting in achieving established schedules and timelines.
- Building and maintaining relationships with community partners and contacts to strengthen outreach efforts.
- Assist in planning and managing outreach event logistics, including setup, coordination, and evaluation.
- Attending outreach events and engaging with the target audience.
- Assist in the development and delivery of project evaluation materials, including surveys and reports, to measure the impact of outreach efforts.
- Contribute to program reports to provide insights and recommendations for program improvement, based on outreach experiences.
- Other duties as required.

Qualifications:

- Bachelor's degree in a related field or equivalent work experience.
- At least 2 years of professional experience in outreach, community engagement, or marketing.
- Demonstrated experience in outreach and event coordination
- Excellent communication and interpersonal skills, including writing
- Strong time management and organizational abilities.
- Knowledge of energy efficiency and sustainability concepts is a plus.
- Proficiency in Microsoft Office Suite and relevant software.
- Ability to work independently and as part of a team.
- 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.
- Travel required within Ontario.

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, 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 experiences. 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: September 12, 2024

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# EC202423)

Example: Firstname_Lastname_ EC202423.

Please also put the Reference# EC202423 in the subject line of your email.

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