

Operations Lead, Policy and Compliance

Job Title: Operations Lead, Policy and Compliance
Pay Range: \$61,200 to \$72,000
Reports to: Director of Operations
Position type: Fixed-Term Contract (18 months)
Location: Ottawa and Eastern Ontario, remote office, must be available to attend in person events and outreach 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 Home Energy Efficiency, Sustainable Transportation, Waste/Circular Economy, and Green Infrastructure. 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 60 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, 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 Operations Lead, Policy and Compliance is a highly organized, systems-oriented administrator who works well as part of a team, enjoys opportunities to liaise with external partners, with 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 Director of Operations, the Operations Lead, Policy and Compliance is responsible for managing all tasks pertaining to policies and procedures for the organization, from creation to review. They will also act as lead administrative board liaison, in conjunction with the Director of Operations, responsible for minute-taking and

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other board-related tasks. This role will take a lead in ensuring organizational compliance for items such as insurance and accessibility and will play a key role in contract creation for our energy programs. The Operations Lead, Policy and Compliance will have the opportunity to work hands-on with nearly every EnviroCentre program and support our complete staff team.

Key Responsibilities:

- Manage policy and procedure creation and review, including identification of emerging policy trends, best practices, and legal requirements.
- Act as the day-to-day on-staff liaison and support for the Board of Directors, ensuring that all board-related tasks are complete, including meeting logistics, minute taking, file management, completing tasks that arise during meetings, and administrative support.
- Ensure organizational compliance and best practice in areas including insurance, accessibility, and other areas as required.
- Manage creation, filing, maintenance and updating of contractor agreements for registered energy advisors, ensuring we have proper signatures and required documentation.
- Work with the Director of Strategic Impact to collect corporate travel greenhouse gas emissions data.
- Act as a backup to the Director of Operations when required.
- 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 and/or project coordination.
- Excellent writing skills with great attention to detail.
- Strong ability to efficiently research corporate policy needs and trends.
- High-level proficiency in Microsoft Office programs.
- Excellent organizational and time management skills.
- Ability to handle data with discretion and confidentiality.
- 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.
- Comfort and experience with telephone and online communications in a variety of platforms.

Working Conditions

- EnviroCentre is a virtual workplace and will provide the necessary technology and IT support.
- Part of a passionate team of environmental leaders who lead by example and are proud to be contributing to Ottawa's Climate Targets.

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- 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.
- A 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 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 should submit their resume and a cover letter detailing their relevant experience and qualifications, and one (1) writing sample.

Application Deadline: **March 30, 2025**

Anticipated start date: **May 2025**

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# EC202507)

Example: Firstname_Lastname_ EC202507.

Please also put the Reference# EC202507 in the subject line of your email.

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