

## Measures Coordinator

Job Title: Measures Coordinator  
Salary Band: \$51,850 – \$61,000  
Reports to: Energy Affordability Project Lead  
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. 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, 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 Measures Coordinator is a highly organized and systems-oriented professional who excels in a fast-paced, collaborative environment. This role requires strong analytical skills, exceptional attention to detail, precision in completing reconciliations, and the ability to manage multiple responsibilities effectively. The Measures Coordinator will work closely with our Finance team to ensure accurate inventory tracking and control, as inventory management plays a key role in the financial operations of the Energy Affordability Programs.

Reporting to the Energy Affordability Project Lead, this role involves working closely with a wide range of contractors, suppliers, partners, and the Finance team to oversee inventory distribution, manage data collection, ensure timely month-end reconciliations, and support ongoing reporting for energy programs.

A typical day might include processing Data Collection Forms for Energy Affordability Programs, updating the Inventory Management Database with inventory usage, coordinating with Registered Energy Advisors regarding inventory orders, assisting the Energy Affordability Project Lead with monthly and quarterly utility reporting, and completing accounting accruals.

The ideal candidate has strong interpersonal and organizational skills with 2-5 years of experience in office administration or project coordination, and experience in inventory management is an asset. If you're passionate about contributing to energy affordability initiatives and enjoy working in a collaborative and organized environment, we encourage you to apply.

### **Key Responsibilities:**

- Coordinate and oversee inventory flow by tracking orders, updating distribution records, conducting monthly reconciliations, and coordinating with suppliers and subcontractors.
- Tracking and coordinating the delivery and installation of extended measures, including appliances, smart thermostats, and heat pumps.
- Effectively communicate with program participants and subcontractors to coordinate and schedule the delivery and installation of extended measures while maintaining accurate records and in compliance with program requirements.
- Assist with the ongoing tracking and reporting required for the Energy Affordability Programs.
- Process Data Collection Forms regularly and collaborate with the file processing team to ensure timely completion, in alignment with month-end reconciliation and reporting deadlines.
- Oversee office systems and processes, proactively recommending improvements to enhance operational efficiency.
- Complete monthly metrics for Energy Affordability Programs.
- Regularly update inventory management process documentation to ensure alignment with current practices and procedures and support storage locker management.
- Work regularly with the Energy Affordability Team to ensure all deliverables are completed on time and deadlines are met, with a particular focus on inventory management and file processing.
- Perform other duties as required.

### **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.

- Demonstrated ability to support team members by providing organizational capacity and ensuring adherence to timelines and deadlines through effective project coordination.
- Strong problem-solving skills with the ability to analyze challenges, develop innovative solutions, and implement effective strategies to improve processes and outcomes
- 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.
- 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.
- Retirement Savings Plans (RRSP) with company contribution equivalent to up to 5% of your base salary per year.
- 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.

Application Deadline: **April 6, 2025**

Anticipated start date: **April 2025**

### **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# EC202504)

Example: Firstname\_Lastname\_ EC202504.

Please also put the Reference# EC202504 in the subject line of your email.

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