

Outreach and Data Analyst, Energy Programs - Summer Student

Job Title: Outreach and Data Analyst, Energy Programs - Summer Student
Hourly Rate: \$18/hour
Reports to: Program Lead
Position type: 30 hours/week, May – August 2025
Location: Eastern Ontario, remote office, must live locally in the National Capital Region for in-person activities

Job Summary

EnviroCentre is a leading regional provider of practical initiatives that reduce emissions and environmental impact in our communities. We have worked for 25 years in Ottawa and Eastern Ontario, scoping, designing, delivering and scaling initiatives in the areas of home energy efficiency, sustainable transportation, green infrastructure and waste reduction. We are a thriving not-for-profit social enterprise, committed to supporting our region to reduce our impact in meaningful, equitable and sustainable ways.

We are seeking an enthusiastic, bilingual (English/French), independent people-person who is passionate about energy efficiency, data analysis and community engagement. The Outreach and Data Analyst Summer Student supports the planning, coordination and delivery of outreach initiatives for EnviroCentre's home energy programs. This role will also involve collecting, analyzing and managing data to enhance the impact of various programs, ensuring they are effective and scalable.

Key Responsibilities

Your primary role as the Outreach and Data Analyst Summer Student is to support EnviroCentre's home energy programs and projects by engaging with the community, assisting with outreach initiatives, and analyzing data to enhance the impact of energy retrofit projects in social housing and across all energy programs. This position offers an excellent opportunity to contribute to both community engagement efforts, data collection and impact analysis, ensuring the success of various energy programs. You will be responsible for:

Community Engagement and Outreach:

- Assist with organizing and executing outreach events and activities to promote energy efficiency programs.
- Engage with community members and partners during events to promote program awareness and participation.
- Assist in the distribution of outreach materials and resources, and provide support for event setup, execution and teardown.
- Collect and analyze feedback and data from events to support program evaluation.
- Maintain records of outreach activities and provide general logistical and administrative support for outreach initiatives.

Data Analysis and Reporting:

- Assist in collecting and organizing data sets related to various home energy programs.
- Conduct preliminary data analysis to support project planning, policy development and reporting.
- Assist in the development and maintenance of databases to track the success of various home energy programs.
- Support the preparation of reports, articles, and communication materials to share findings and promote energy efficiency practices.

General Project Support:

- Provide general project assistance across outreach and data-related tasks as required.
- Collaborate with the team to support the successful execution of home energy projects.
- Other tasks as assigned and required.

You will be provided with access to data analysis tools, learning resources, opportunities for skills development, and a performance evaluation at the end of the position.

Qualifications and Skills Sought

- Post-secondary students and/or recent graduates are encouraged to apply. The ideal candidate is a student studying Environmental Studies, Building Science, Data Science, Statistics, Environmental Science or a related field.
- Bilingual (English/French) is a strong asset.
- Experience in data analysis, research, community engagement and/or project support.
- Interest or experience in event coordination, community engagement, outreach and home energy programs.
- A positive attitude, and excellent written and verbal communication skills.
- Excellent organizational abilities, attention to detail, and the ability to manage multiple tasks.
- Proficiency in Microsoft Office and tech-savviness.

Qualifications Required

This position is made possible through the support of the Canada Summer Jobs Program, and as such, it is a requirement of this position that the individual hired must:

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.

- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Proof of the above qualifications may be requested at a later time.

Working Conditions

- EnviroCentre is a virtual workplace and will provide all 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.
- Flexibility regarding your hours.
- Weekend/evening work will be required.
- You will report to the Program Lead, with regular meetings to review tasks completed and upcoming priorities.

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-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: May 8, 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# EC202509)

Example: Firstname_Lastname_ EC202509

Please also put the Reference# EC202509 in the subject line of your email.

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