

## Registered Energy Advisor – Independent Contractor, Ottawa (East End)

Job Title: Registered Energy Advisor – Independent Contractor  
Location: Must be based in the Ottawa area and able to reliably commute to the East End.

### About the Organization

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 25 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.

**EnviroCentre is seeking a Registered Energy Advisor in Ottawa (East End).** Are you an experienced Registered Energy Advisor looking to use your abilities to provide energy audits as part of an Energy Affordability program in the Eastern Ontario region?

Whether you are an active advisor, or a former advisor wanting to requalify - now is the time to contact EnviroCentre.

### Why choose to work with EnviroCentre?

EnviroCentre has been in the business for 25 years and we focus on exceptional quality and customer service. EnviroCentre is a long-standing and reputable NRCan Licenced Service Organization, and we provide industry-leading compensation for energy assessment work. We have a team of great qualified professional mentors, and we provide excellent technical, administrative, and client support services. EnviroCentre offers ongoing training and skills development opportunities.

### Skills and Experience:

- A background in home construction or building science
- Experience as an Energy Advisor
- An interest in home energy use and conservation
- Excellent communication and people skills
- Experience working with a variety of diverse population groups

- A desire to build a better future for the planet through reducing residential greenhouse gas emissions.

The successful Independent Contractor must be based in the Ottawa area and able to reliably commute to the East End.

### **Core Competencies**

- Knowledge of home construction and renovation
- Basic computer and administrative skills
- Exceptional customer service skills, with a diversity and inclusion lens
- Motivated, enthusiastic, and reliable
- Must have your own transportation and a valid driver's license
- Criminal Record Check required

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 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**

If you are interested in joining EnviroCentre's team as a Registered Energy Advisor – Independent Contractor in Ottawa (East End), please submit your resume and a cover letter detailing your relevant experience and skills.

Application Deadline: **June 30, 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# EC202511)

Example: Firstname\_Lastname\_ EC202511.

Please also put the Reference# EC202511 in the subject line of your email.

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