

Technical Coordinator – Energy Affordability Programs

Job Title: Technical Coordinator
Pay Grade: \$58,000 - \$64,000
Reports to: Technical Lead
Position type: Permanent, Full-time
Location: Virtual office, occasional travel required to Eastern Ontario

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 Technical Coordinator supports the technical department by creating work plans for our affordability programs and modeling house files using Hot2000. This includes making building envelope upgrade recommendations, revisions, and communicating with Energy Advisors and Installers. The Technical Coordinator also provides administrative support, including data entry and file processing.

Key Responsibilities:

- Processes data collection forms from Registered Energy Advisors.
- Modelling house files using HOT2000 for affordability program clients.
- Creates workplans and makes recommendations on retrofit upgrades according to Affordability Program parameters.

- Assists the Director of Energy Affordability Programs in tracking and reporting upgrades and processed files.
- Assists with administrative tasks related to workplan creation, including file uploads and utility approvals
- Communicates with Registered Energy Advisors and Insulation Installers on individual house files as required.
- Creates purchase orders for Affordability Program addresses
- Provides support to other energy program areas, such as client support as required.
- Participates in internal EnviroCentre committees and activities which support broader organizational objectives.
- Works in accordance with applicable health and safety legislation, policies, and procedures.
- Other duties as required.

Skills and Experience:

- Post-secondary education in a related field or equivalent professional experience
- Minimum of 1 year professional and/or volunteer experience
- Strong verbal and written communication skills
- Excellent time management and organizational skills
- Experience with Microsoft Office is essential
- A general understanding of residential construction and building science
- A general understanding of sustainability and environmental issues
- Ability to read and visualize house plans and sketches
- Experience with HOT2000 essential
- Registered Energy Advisor a strong asset
- Ability to work independently and be self-directed
- Strong verbal, written, and interpersonal communication skills as well as the ability to work within a team
- Ability to work with numbers and spreadsheets

Note: *We do not use artificial intelligence (AI) tools to support the screening and evaluation of applications for this position.*

Working Conditions

- EnviroCentre is a virtual workplace and will provide the necessary technology and IT support.
- 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 coworking 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, 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

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and qualifications.

Application Deadline: August 27, 2025

Anticipated start date: September 2025

Important:

Please send your CV and Cover Letter in one document to info@envirocentre.ca

Please ensure your CV file (PDF) includes your first and last name and the reference number (Reference# EC202513)

Example: Firstname_Lastname_ EC202513.

Please also put the Reference# EC202513 in the subject line of your email.

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