

Energy Ambassador, Power-Up Project

Job Title:	Energy Ambassador, Power-Up Project
Number of Positions:	4
Pay Grade:	\$22–\$23 per hour
Position Type:	Part-time, 5-15 hours per week
Vacancy Status:	New Vacancy
Reports to:	Outreach Lead, Energy Affordability Programs
Location:	Ottawa, must reside in the National Capital Region (Ottawa area) for in-person events and meetings

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 in ways that benefit our communities. Our four key impact areas are Home Energy Efficiency, Sustainable Transportation, Waste and Circular Economy, and Green Infrastructure. We have been working for over twenty-five years to promote practical climate action and awareness in our local communities and Eastern Ontario, and we are one of the leading agencies in environmental action.

At EnviroCentre, we have a dynamic, growing, and engaged team of over 70 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 Energy Ambassador will play a crucial role in the success of our new outreach pilot program – Power-Up! Working closely with the Energy Affordability Outreach team, the Energy Ambassador will engage with residents through direct outreach, attend community events, schedule informational presentations, and provide pre- and post-application support for home energy programs. The Energy Ambassador will also support the creation of multilingual engagement materials and conduct event participant surveys. This is an exciting opportunity to support your community directly by helping non-English and non-French speakers access important energy-saving programs.

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Reporting to the Outreach Lead, Energy Affordability Programs, you will be a trusted community representative and the public face of our new pilot program. You will be responsible for scheduling and attending outreach events, hosting workshops, supporting residents through energy program applications, and reporting on your weekly activities.

The Energy Ambassador role is well suited to candidates with experience working alongside local community organizations in Ottawa, as well as a strong understanding of the cultures and unique needs of the communities they support. Ambassadors are positive, welcoming, and confident in engaging with the public, sharing information, and building meaningful connections.

Applicants must be fluent in English and be native speakers of a language other than English or French. Desired languages include Mandarin, Cantonese, Arabic, Spanish and Somali. Speaking multiple languages is considered an asset.

To strengthen community connections and support effective outreach, applicants who currently reside in and around the following neighbourhoods are strongly encouraged to apply: Heron Gate, Cyrville, Vanier, Bayshore/Britannia, South Keys/Greenboro, and Kanata West.

Key Responsibilities:

- Engage with community members at local events and workshops across Ottawa
- Provide application support for energy programs and attend in-person appointments with residents who speak languages other than English or French
- Support the development of multilingual engagement materials, including brochures, presentations, social media content, and other outreach tools
- Promote Affordability programs within your community
- Collect feedback from community members through surveys and share insights with the team
- Document and report on activities and experiences carried out as an Energy Ambassador
- Maintain accurate records through data entry and documentation
- Perform other duties as required

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

Qualifications:

- **Native speakers of a language other than English or French.**
- Knowledge of and/or strong connections to community groups in Ottawa
- Comfortable leading outreach activities, including events, workshops, presentations, and one-on-one conversations
- Strong communication and interpersonal skills
- Proficient with basic digital tools (e.g., Word, Excel, Email)
- Excellent command of English (speaking, reading and writing)
- Able to work independently and manage your own schedule

Preferred Experience:

- Previous outreach experience
- Work or volunteer experience with community groups
- Strong organization and planning skills
- Familiarity with or interest in energy efficiency and a willingness to learn

Working conditions:

- A virtual workplace where necessary technology and IT support will be provided
- In-person community outreach across Ottawa, plus remote administrative work
- Part-time hourly position, with a mix of business hours, evenings, and weekends
- Work schedule provided in advance to all employees
- A valid criminal record check is required
- A valid Driver's license and access to a vehicle is 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-deserving 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

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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: **January 16, 2026**
Anticipated start date: Mid-February 2026

Important:

Please send your resume and cover letter in one document to [**info@envirocentre.ca**](mailto:info@envirocentre.ca)

Please ensure that your resume file (PDF) includes your first and last name and the reference number (Reference# EC202524).

Example: Firstname_Lastname_EC202524.

Please also put the Reference# EC202524 in the subject line of your email.

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