

Reporting Lead – Energy Affordability Programs

Job Title: Reporting Lead
Pay Grade: \$67,000 - \$75,000
Reports to: Manager, Energy Affordability Programs
Position type: Full-time Contract of 21-months for parental leave coverage
Location: National Capital Region, occasional travel required within Ontario, must be available for in-person work 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. 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, 44% of emissions come from transportation, and 41% 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 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 Reporting Lead will oversee data management, quality control, and the timely delivery of job completion and energy savings reports to our utility clients. This individual will serve as the main point of contact for utility stakeholders regarding program performance reporting.

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Reporting to the Manager, Energy Affordability Programs, you will be responsible for managing end-to-end reporting processes for all energy affordability programs, from data capture through to report delivery.

Key Responsibilities:

- Lead the collection, validation, and aggregation of program data related to completed projects and realized energy savings.
- Prepare, review, and submit accurate, timely reports and presentations to utility partners as required by program contracts.
- Develop and implement processes to improve data quality, reporting efficiency, and compliance with utility client requirements.
- Coordinate with project team to ensure smooth data flows from the field to final reports.
- Troubleshoot data discrepancies and work with project team to resolve reporting issues.
- Maintain and update reporting templates and documentation.
- Oversee data entry, clean-up, and quality assurance processes for job completion and kWh/BTU savings metrics.
- Interpret program guidelines and utility requirements to ensure compliance in all reports.
- Collaborate with internal teams and external vendors to address questions and resolve data integrity concerns.
- Produce visually engaging summary reports, dashboards, and presentations for both technical and non-technical audiences.
- Serve as the central coordinator for all data reporting activities to utility partners.
- Compile, analyze, and validate data on home/business retrofits, energy savings, and program milestones.
- Maintain regular communication with utility contacts to align on reporting needs and timelines.
- Identify and implement improvements to the data reporting processes.
- Provide internal training and support on data collection best practices.
- Other duties as required.

Skills and Experience:

- Background in environmental studies, energy, statistics, or information systems.
- 2+ years of experience in program/data reporting in an energy, non-profit, or utility context.
- High attention to detail and comfort working with complex datasets.
- Strong written, verbal, and interpersonal skills.
- Strong data management, analysis, and quality assurance skills.
- Proficiency with Excel, database tools, and data visualization platforms; experience with Salesforce or similar systems is a plus.
- Excellent communication and project management abilities.

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Note: We do not use artificial intelligence (AI) tools for 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.
- 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

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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: March 29, 2026

Anticipated start date: April 2026

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# EC202605)

Example: Firstname_Lastname_EC202605.

Please also put the Reference# EC202605 in the subject line of your email.

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