

## Retrofit Coordinator

Job Title:	Retrofit Coordinator
Number of Positions:	1
Pay Grade:	\$53,146 - \$59,000
Position Type:	Full-time, permanent
Vacancy Status:	Vacant Position
Reports to:	Director, Energy Affordability Programs
Location:	Ottawa, must reside in the National Capital Region (Ottawa area) for some in-person work and meetings

### Job Summary

The Retrofit Coordinator liaises with Registered Energy Advisors and various contractors for work in progress. This includes meeting with advisors and contractors on site as part of EnviroCentre's quality control process, troubleshooting individual site challenges, and regular correspondence. The Retrofit Coordinator should have a strong understanding of residential construction, retrofit work, retrofit industry standards and best practices, and a general understanding of environmental sustainability to support the Technical Manager in tracking and reporting work in progress.

### Key Responsibilities

- Liaising with Registered Energy Advisors, installation contractors and in the field to ensure work is being completed in accordance with approved program requirements, standards, and timelines
- Working with Registered Energy Advisors and installation contractors to troubleshoot site challenges and workplan discrepancies.
- Carrying out regular site visits throughout the service delivery area to ensure that installation and audit standards are being met, and provide feedback as required, including the negotiation of prescriptive work order changes
- Providing Director of Energy Affordability Programs and Technical Manager with all relevant information, including reporting and tracking, as required
- Tracking, reporting, and resolving any invoice discrepancies between Insulation Contractors and creating workplans
- Working in collaboration with the File Modeller to update workplans as required
- Implementing EnviroCentre's policies, procedures and protocols to prevent and reduce workplace risks and injuries. This includes regular verifications, knowledge of industry standards and safety practices

1554 Carling Ave.  
Unit 347  
Ottawa ON  
K1Z 7M4

envirocentre.ca  
613-656-0100  
info@envirocentre.ca

- Helping to identify program needs
- Staying up to date on technical advances in building science and retrofit best practices
- Supporting the tracking of program performance objectives/metrics and associated reporting requirements
- Maintaining effective working relationships with advisors, contractors, clients and other stakeholders
- Participate in or manage internal EnviroCentre committees and activities which support broader organizational objectives
- Work in accordance with applicable health and safety legislation, policies and procedures
- Perform other duties as necessary.

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

## Skills and Experience

- Post-secondary education in green building, retrofits, construction, or equivalent
- 5+ years of professional experience in residential building construction or retrofit work
- Exceptional interpersonal and communication skills
- Ability to manage deadlines and effectively problem solve
- Computer proficiency with MS Office (Word, Outlook, Excel, and Power Point)
- Sound understanding of residential energy modeling and building science
- Bilingualism (English/French) is a strong asset
- A Valid Driver's License is required
- Experience with Hot2000 an asset
- A general understanding of sustainability and environmental issues
- Ability to lead and maintain an environment that embraces innovation
- Analytical ability to solve problems with practical solutions
- 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 focus on client service and excellence.

## Working Conditions

- EnviroCentre will provide the necessary technology and IT support.
- Frequent computer use.

1554 Carling Ave.  
Unit 347  
Ottawa ON  
K1Z 7M4

envirocentre.ca  
613-656-0100  
info@envirocentre.ca

- Occasional evening or weekend work.

## **In addition to competitive pay, we offer:**

- 35-hour work week and the ability to work flexible hours.
- A workplace that supports work-life flexibility and a positive team culture.
- 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, color, 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 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: **May 10, 2026**

Anticipated start date: May 2026

1554 Carling Ave.  
Unit 347  
Ottawa ON  
K1Z 7M4

envirocentre.ca  
613-656-0100  
info@envirocentre.ca

**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# EC202611).

Example: Firstname\_Lastname\_EC202611.

Please also put the Reference# EC202611 in the subject line of your email.

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