

## Manager, Energy Services

<b>Job Title:</b>	Manager, Energy Services
<b>Organization:</b>	EnviroCentre
<b>Location:</b>	Remote office, Ottawa-based
<b>Starting Salary Range:</b>	\$70,000-\$76,000
<b>Position Type:</b>	Full time, permanent (40 hours/week)

EnviroCentre is an Ottawa-based environmental not-for-profit that supports residents, businesses, and communities to find practical ways to reduce their environmental impact. Our four key impact areas are Green Homes, Green City, Green Lifestyle and Green Business. We have been working for more than twenty years to promote practical climate action and awareness in our local communities, and we are one of the leading local agencies in environmental action.

At EnviroCentre, we have a dynamic and engaged team of over 20 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, a Communauto membership, and opportunities for training and professional development.

### **Are you an experienced program delivery management professional looking to use your abilities to support climate action at the local level?**

EnviroCentre has an immediate opening for a **Manager of Energy Services**. This position is ideal for an experienced program delivery manager with a passion for climate action and a desire to be part of a dedicated and dynamic team, working to reduce home related GHG emissions in practical ways. The ideal candidate has the ability to understand and deliver technical programs with complex operational requirements, including project coordination and logistics management. This position is for someone with strong versatility with finances and metrics management, an efficient administrator, comfortable with a fast-paced, dynamic environment.

### **What will your typical day look like?**

In this role, you will be responsible for managing two of our growing home energy efficiency programs and overseeing a team of home energy specialists and supporting administrative team. Reporting to the Director of Energy Programs, you will collaborate with an experienced executive and delivery team to provide high-quality energy efficiency services, reduce energy poverty, and promote high-efficiency, low emissions homes in our community. You will be responsible for achieving program targets, preparing and managing budgets, and ensuring operational requirements are met. You will ensure your team has the training and tools they need to excel in their role and provide outstanding support to customers.

The Manager of Energy Services will be responsible for the following key functions:

### Program Management, tracking and reporting:

- You will be responsible for end-to-end management of two programs. This will require you to establish annual program plans that outline the budget, staffing, and resource requirements needed to achieve results.
- You will ensure that program tracking and data management systems are being used continuously by staff (as per program requirements), and prepare and submit reporting requirements, both internally and to our clients/funders.
- You will perform staff management duties, including professional reviews, ongoing feedback and performance monitoring.
- You will work with our Service Organization (SO) Manager and ensure that all SO requirements are met, including all requirements for the Registered Energy Advisors on staff or on contract.
- You will monitor the programs and identify and implement efficiencies when/where possible.
- You will use innovative strategies to improve programs in terms of delivery and impact, and to support a regional shift toward home energy efficiency.

### Business Development, Partnerships and Subcontractors:

- You will work with the executive team and support contract acquisition and business development activities. When new contracts or programs are acquired for your area, you will manage the implementation of affiliated program deliverables.
- You will ensure subcontract agreements are in place, provide contract oversight, and ensure that quality assurance practices are completed and maintained.
- The Manager of Energy Services will develop and maintain relationships with partners and stakeholders including government agencies, ENGOs, academics and industries and represent EnviroCentre at regional stakeholder meetings, events, and conferences, as required.

### Skills and Experience:

- Minimum of five years professional experience in program delivery and staff management, with a minimum three years at the management level
- A college or university degree in a related field, or equivalent years professional experience
- Budgeting and financial management experience required
- Experience tracking and achieving targets, monitoring metrics
- Demonstrated experience in energy efficiency and home retrofit technical programs and tools
- Experience hiring and supervising staff, contractors, and volunteers
- Competency with organizational tools and platforms like Excel, Google Docs, Asana (or equivalent), Customer Relationship Management (CRM) software, and are comfortable learning new technologies.

- Experience with Hot2000 software and energy assessment processes an asset
- Knowledge of energy efficiency, home retrofits, net-zero strategies and carbon accounting will be considered a strong asset
- Conscientious and detail oriented with an ability to effectively plan and manage multiple priorities, be proactive, and build trust that work is completed with quality and care.
- Critical thinking and analytical skills to identify opportunities to improve systems and processes and recommend a course of action.
- A collaborative work ethic to support a caring, productive, and positive work dynamic.
- Comfortable working both independently and remotely and collaborating regularly with a larger team.
- Strong verbal, written and interpersonal communication skills
- A learning and resourceful mindset to help find solutions to challenges while growing your knowledge and skills and EnviroCentre's capabilities.
- Receptivity to feedback, learning from experiences and integrating those learnings in a thoughtful way to achieve stronger outcomes in the future.
- Bilingualism a strong asset
- A general understanding of sustainability and environmental issues

## Working Conditions

- EnviroCentre is a virtual workplace and will provide all necessary technology and IT support to employees who work from home.
- Frequent computer use
- Occasional evening or weekend work

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-seeking groups.

EnviroCentre recognizes a diversity of backgrounds and experience. 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 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.

**Closing date:** Friday, December 3

**Anticipated start date:** Immediately

**Important:** Please send your CV and Cover Letter to [info@envirocentre.ca](mailto:info@envirocentre.ca)  
Please ensure your CV file (PDF) includes your first and last name and the reference number (Reference# EC202109)  
Example: Firstname\_Lastname\_EC202109.  
Please also put the Reference# EC202109 in the subject line of your email.

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