



## Ontario Aboriginal Housing Services

**Position:** Community Energy Advisor

**Closing:** posting will remain open until filled

**Term:** Full Time (35 hours per week) 3-year contract *\*possibility of extension dependent on funding approvals*

**Salary Range:** \$42,700 to \$50,184

Our Vision is “to lead the design, development, and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures.”

We are currently seeking a **Community Energy Advisor** located **Southwestern Ontario or Southeastern Ontario**. Reporting to the Energy Supervisor, the successful applicant will be responsible for the continued implementation of our organizational energy plan. The successful candidate will be a goal oriented, organized, enthusiastic individual who has a strong interest in energy initiatives and understands and appreciates how safe, affordable housing contributes to quality of life.

Reporting to the Energy Supervisor, and working with the energy team as well as working closely with the Technical Services and Property Management teams, the successful applicant will take the initiative on improving energy efficiencies in existing buildings and support the effective tracking, planning, design, development, or evaluation of energy-related use and development of an energy plan (projects &/or programs) to reduce energy costs or improve energy efficiency during the designing, building, or remodeling stages of construction.

### PLEASE APPLY ON OUR CAREERS PAGE:

*Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including those who identify as LGBTQ2S+.*

**In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.**

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received.

<https://careers.risepeople.com/ontario-aboriginal-housing-support-services-corporation/en>

We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.

### Compensation:

- In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package. This comprehensive compensation package includes:
- Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
- Comprehensive medical & dental benefits + company vehicles available for fieldwork;
- \$1000 Health Spending Account + \$1000 Wellness Spending Account per employee

- Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Indigenous Peoples Day, Remembrance Day, and Family Day;
- Opportunity for cultural, educational, and other approved leaves;
- Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity;
- A competitive salary in pay band B4 with a range of \$35,400 to \$41,572.

**Duties and responsibilities will include, but not be limited to the following:**

- Support the OAHS mission and vision and make significant contributions to the achievement of the corporate strategic plan;
- Assisting in the delivery of various energy programs and associated reporting and correspondence;
- Assisting in the development and implementation of Energy Education both internally and externally;
- Assist with the day-to-day operation of the energy management conservation plan by collecting and compiling data on all OAHS units;
- Provide energy-related support to the construction, maintenance, utilities, and administration staff and contractors;
- Prepare documentation to support revisions and updates to all OAHS properties;
- Participate in and support annual utility budget and forecasting activities;
- Identify opportunities for energy savings through building audits, BAS reviews and utility monitoring;
- Prepare, document, and submit funding requests for grant and incentive programs;
- Analyze and organize data and create/maintain standards to use in energy management plan;
- Other duties as required.

**To qualify for this role, the successful candidate will have the following qualifications and skills:**

- Knowledge of and an appreciation for Indigenous cultures and demonstrated values that focus on assisting people.
- Ability to work collaboratively and deal with a wide range of people with varied skills and experience.
- Degree or post-secondary diploma in energy initiatives and/or at least 3- 5 years of energy initiatives-consumption-related experience in facilities, building services, or renovations considered an asset;
- Knowledge in Word, Excel, PowerPoint, Publisher, Databases, Accounting Systems, Project Tracking Software and/or specific experience with Business Management Systems would be considered an asset.
- Advanced relationship building skills with ability to interact professionally with individuals at all levels.
- Sound knowledge of lighting, heating, cooling, HVAC, and building automation systems is considered an asset;
- Knowledge of standards and codes such as the Ontario Building Code, ASHRAE, and Ontario Occupational Health and Safety Act and Regulations;
- Consideration may be given to an equivalent combination of education and experience.

**Conditions of employment:**

- Ability to travel as required (moderate).
- Ability to work varying hours/days, if required.
- Valid CPIC clearance (Criminal Records check).
- References.
- Current, valid Ontario Driver's License and safe driving record.

**Working Conditions and Physical Capabilities:**

- Ability to sit at a desk for extended periods of time during the workday.
- Ability to communicate verbally, in person and by telephone with colleagues and clients in a positive, constructive, and respectful manner.
- Ability to lift to 20 lbs.