Ontario Aboriginal Housing Services

Position: Capital Projects & Energy Coordinator
Closing: Posting will close Sept. 4,2026 at 4pm
Term: 3- year Contract with potential for
Permanent Full-time (35 hours per week)
Salary Range: $54,800 - $64,400

We are currently seeking one Capital Projects & Energy Coordinator for one of our offices located in either Thunder Bay or Kenora.

As the Capital Projects & Energy Co-ordinator, your role will encompass a range of responsibilities that are essential to the success of major initiatives within our Energy & Asset Management teams. This role is responsible for project management, coordination, scheduling, execution, monitoring of activities within capital and energy initiatives.

PLEASE APPLY ON OUR CAREERS PAGE:
https://careers.risepeople.com/ontario-aboriginal-housing-support-services-corporation/en

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 2SLGBTQQNBIA+.

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

Compensation and Rewards:
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;
- $2000 Health Spending Account + $2000 Wellness Spending Account per employee
- Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Indigenous Peoples Day, Remembrance Day, Easter Monday 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 the pay band 6, $54,800 - $64,400

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;
- Demonstrate respect for Indigenous cultures, traditions, and ways of knowing by contributing to a culturally safe, inclusive, and respectful workplace that supports the organization's commitment to excellence in Indigenous housing services;
- Provide project management oversight for multiple selected capital and projects including contract administration, project schedules, cost management, and budget tracking;
- Complete Building Condition Assessments in field to obtain foundational data for Capital planning and energy initiatives;
- Provide energy and technical support to all departments, and OAHS tenants when needed;
- Review proposed capital projects to validate OAHS procurement process, prioritize repairs and identify potential energy saving measures or funding opportunities;
- Identify opportunities for sustainability and environmental improvements in your designated region;
- Site visits to inspect, identify and educate tenants on energy saving measures within their units;
- Assist with planning and implementation of annual capital and maintenance planning in your area;
- 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;
- Applicable education and/or minimum 3- 5 years in related experience in facilities, building services, energy conservation or property management;
- Experience completing Building Condition Assessments and/or Energy Audits on residential and commercial buildings would be considered an asset;
- Knowledge in Word, Excel, Power Point, Project Tracking Software;
- Completion of courses or certification in project management, construction, engineering, and/or energy field
- Previous experience with procurement and contract management experience;
- Sound written and oral communication skills;
- Knowledge of Ontario Building & Fire Code;
- Knowledge with the Landlord and Tenant Board, social services, and other service sectors would be an asset;
- A suitable combination of experience and education may be considered.

Conditions of employment:

- Ability to travel as required;
- Access to a safe & reliable vehicle;
- Ability to travel and work varying hours/days, if required;
- Valid CPIC clearance (Criminal Records check);
- References;
- Current, valid Ontario Driver’s License and safe driving record