

Retrofit Program Coordinator Job Posting

Job title: Retrofit Program Coordinator

Compensation: \$25 an hour, 12 month contract. \$480 phone stipend, Energy Advisor training fees covered (\$3,500), negotiable vacation time or pay

Hours: 15-35 hours per week, flexible schedule, a mix of remote and in person

Start Date: As soon as possible.

Eligibility requirements: age between 15-30, legally allowed to work in Canada. As hiring of Indigenous people will be given preference for this position, please self-identify.

Do you have a passion for sustainable living and energy efficiency?

Would you like to work in collaboration with the Chippewas of The Thames First Nation and the London Environmental Network to build capacity in remote and rural home retrofits? Join our team!

Role Specifics

Retrofit Program Coordinator

We are developing a home sustainability and retrofit program in collaboration with Chippewas of the Thames First Nation (COTTFN), Treaties, Land and Environment Department. We will be retrofitting a home on COTTFN reserve lands to as close to net-zero as possible. We will develop case studies, webinars, and in person training and mentorship opportunities to strengthen the retrofit sector in this community. This position is for an individual to assist with content curation, event and webinar planning, and assist with project management and social media coverage. Your role will be to support the Project Manager in achieving the project deliverables which include; retrofitting a home, community engagement, capacity building on energy projects and reporting on emission reductions and savings.

Opportunity to become an Energy Advisor (Trainee)

Ideally, have experience in renovation, construction, trades or have specialized knowledge about building science or energy-efficient building practices. We would like to support you on the path to becoming a registered Energy Advisor with us. Training will be provided for this in-demand career. Training will help you pass the NRCan Foundations Exam and the Energy Advisor exam. We will cover the costs of training, and help you transition into conducting audits. Once conducting audits on your own, your rate of pay will increase.

The Organization:

The London Environmental Network (LEN) envisions London as one of the greenest and most resilient cities in Canada. This can only be achieved by building participation, collaboration, and capacity in our communities to co-create positive environmental change - which is at the core of what we do. Our targeted programs and services support nonprofit organizations, community groups, local businesses, and London residents alike to effect positive environmental change.

The Overview:

- Working with your supervisor to carry out the retrofit pilot program with COTTFN.
 - Assist with the development of the pathway to Net-Zero for the residence.
 - Assist with securing sponsorship, procurement of retrofit equipment etc.
 - Liaise between project team and contractors
 - Support data collection and writing the final case study
- Acting as liaison between COTTFN and LEN throughout the retrofit project.
- Organizing, developing, facilitating and promoting the education program with COTTFN community members.
 - Assist with the creation and promotion of 10 retrofit related webinars
 - Assist with the organization and promotion of 4 tours of the home
 - Assist with the development of case studies, informational flyers, and other educational content.
- Discussing residential energy efficiency projects with COTTFN residents.
- Customer service support for the Greener Homes London program as needed.
- Greener Homes London webinar facilitation.
- Attending EA training sessions and registration processes.
- Submitting probationary EA files with Energuide mentor
- Conducting energy audits of residential homes (EnerGuides).

Our Culture:

If you are the successful candidate you will be working in a team of 9 and you would be working closely with our staff team to achieve both your personal goals and the organizational goals. We want you to succeed just as much as we want to benefit from your work at the London Environmental Network.

We offer a flexible work schedule and remote communication skills are an asset. We work with a strengths based approach and celebrate our differences and what each team member brings to the table.

Preferable Experience:

Preference will be given to candidates that have the following experience:

- Demonstrated knowledge of residential building science or electrical experience.
- Experience in sustainability or energy efficiency.
- Strong computer skills and familiarity with internet information exchange.
- Excellent customer service and communications skills, both verbal and written.
- Strong interpersonal and social skills and a demonstrated commitment to environmental goals.
- Able to lift boxes of inventory, climb ladders and be in a general state of good physical fitness.
- Possession of a valid Ontario driver's license and access to a reliable vehicle.
- Willing to work some evenings and Saturday appointments is an asset but not required.

How to Apply:

Email marianne@londonenvironment.net with a cover letter and resume. Use “**Retrofit Program Coordinator**” as your subject line. Interviews ongoing.

London Environmental Network is an equal opportunity employer. We are committed to providing an inclusive and welcoming environment for all staff, volunteers, members, subcontractors, and vendors in all our activities and operations, regardless of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), dis/ability, marital status, or sexual orientation. We welcome applications from persons with disabilities and will provide accommodations during all stages of the hiring process, upon request. Due to the nature of this collaborative role, we hope to employ an Indigenous person.

*Miigwech.
Thank you.*