



Position: Energy Coordinator

Organization: [Green Communities Canada](#)

Location: Remote, home office / anywhere in Canada (must be able to work GCC's core hours 11:30am – 3:30pm ET)

Reports to: Energy Program Director

Start Date: June 28, 2021

Work Term: Temporary full-time (37.5 hr/wk x 26-week contract, with potential for contract extension)

Wage: \$19.50/hr + (Vacation Pay paid out at end of placement)

Deadline to apply: June 10, 2021

Supports: GCC will provide a \$50 monthly communications allowance. GCC can provide a computer if necessary.

ORGANIZATIONAL BACKGROUND:

Green Communities Canada (GCC) is a nationally incorporated non-profit association of 20+ community-based environmental organizations working together for a vibrant, equitable and sustainable future. Our mission is to connect community-based climate action groups through a national network to share resources, inspire innovative programming, and elevate our collective impact.

GCC pioneered home energy evaluation in Canada. We are Ontario's first and longest-serving licensed EnerGuide Service Organization and have been committed to creating energy efficient homes for all sections of society. Some of GCC's other well-known programs include: Ontario Active School Travel, Depave Paradise, Rain Community Solutions, and Canada Walks.

THE ROLE & RESPONSIBILITIES:

This is a 100% work from home position offering a unique opportunity to help grow and shape the future of GCC's Energy department.

You will assist in developing new programs focused on climate change action in the building and transportation sectors by:

- Helping the Energy Program Director implement GCC's Energy department strategy and program development action plan
- Contributing to research, analysis & managing data about GCC energy efficiency programming
- Providing communications support including, but not limited to, helping with webinars, putting together stakeholder feedback at workshops, assisting GCC members and communities with sharing knowledge and raising awareness around climate action
- Working with different people in the sector

- Supporting work on grant applications for new and existing GCC Energy programs
- Engaging in learning opportunities on topics including, but not limited to, federal and provincial climate action planning, trends, and ways GCC's Energy programming can help with creating more diversity in the environment sector
- Working together with the Energy Program Director to improve existing GCC energy programs
- Attending GCC staff and member meetings, virtual events etc.
- Additional responsibilities may be added if the job is extended. Other responsibilities will be determined by the new hire and the Program Director based on the hire's strengths/interests.

REQUIREMENTS:

This work experience placement is part of the CreateAction Inclusive Social Innovation program. The Energy Coordinator will be part of a network CreateAction participants and will join in regular peer learning and training sessions delivered by the program partners: the Canadian CED Network and the National Association of Friendship Centres.

Candidates must meet the following criteria:

- (a) be between 15 and 30 years of age (inclusive) at start of placement;
 - (b) be a Canadian citizen, or permanent resident or a protected person as defined by the Immigration and Refugee Protection Act;
 - (c) be legally entitled to work in Canada;
 - (d) be legally entitled to work according to the relevant provincial/territorial legislation and regulations; and
 - (e) be experiencing one or more barriers to employment; and/or
 - (f) be not in education, employment, or training (NEET).
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Canada

ATTRIBUTES & SKILLS:

Technical Skills

Knowledge of:

- MS Office products (I.e. , Outlook, Word, Excel, PowerPoint, and Teams)
- Virtual meeting platforms: MS Teams, Zoom
- Google Programs: Google Docs, Google Sheets, Google Drive
- Data entry and data management experience is considered an asset

Other Attributes/Skills

- Effective communication skills, both written and verbal
- Able to organize work and manage time
- The ability to work independently - and complete tasks with minimal supervision
- Able to work well with others
- Interested in learning new skills and knowledge
- An interest and knowledge of environmental and social justice issues as they relate to climate change would be helpful

GCC is committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, diverse abilities, and sexual and gender identities. We are committed to a selection process and work environment that is inclusive and barrier-free. We also encourage applicants to self-identify if they wish to do so.

To apply:

Please submit a cover letter and your CV in a single PDF file to info@greencommunitiescanada.org with the subject line "Energy Coordinator".